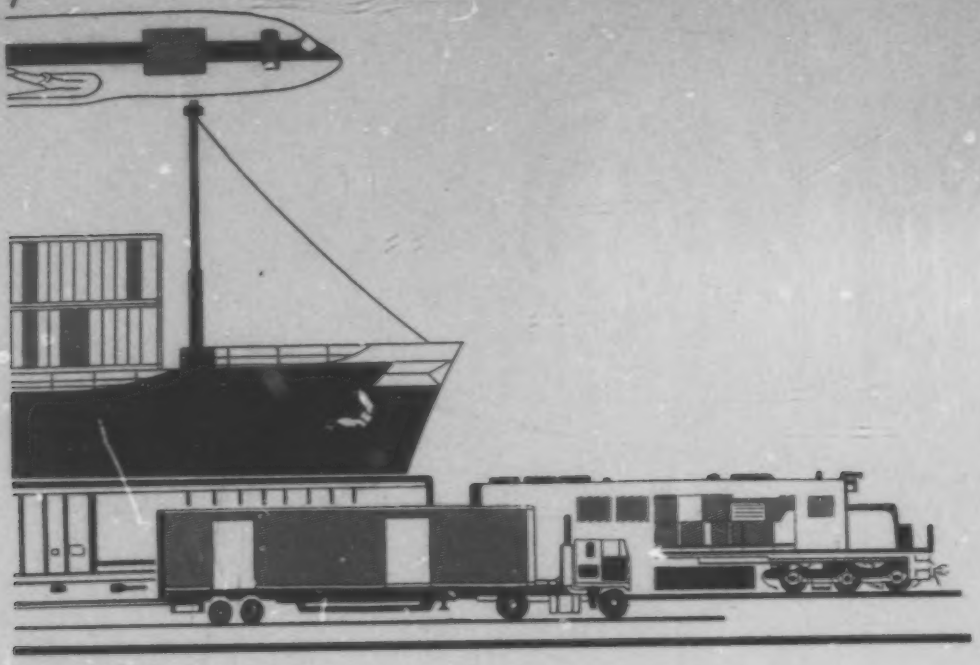
B 49/989



GBL's

How to prepare and process U.S. Government Bills of Lading

(Standard Forms 1103 and 1203)

June 1989

General Services Administration
Federal Supply Service

GS 2.6/3:

READEX FICHE best copy available

FOREWORD

U.S. Government bills of lading are multiuse documents that are essential to the conduct of day-to-day Government operations when transportation of supplies, materials, and personal property is required. The U.S. Government Bill of Lading (GBL) and the U.S. Government Bill of Lading--Privately Owned Personal Property (PPGBL), with their various copies and memorandum sheets, are the primary documents used to procure freight and express transportation and related services from commercial carriers, including freight forwarders.

This guide replaces the 1977 edition. It was developed to assist administrative and fiscal personnel who process GBL's and PPGBL's but are not directly involved in making freight or express shipments, as well as those employees directly involved in supply and distribution activities. Careful application of the principles and instructions in this guide will result in greater efficiency in the shipping and receiving operations of the Government, in improved carrier services, and in conservation of transportation funds.

The General Services Administration (GSA) prescribes regulations governing the use of GBL's, which are published in 41 CFR 101-41.3, Freight Transportation Services Furnished for the Account of the United States. This revised edition of the guide is published to aid in the implementation of these regulations.

This guide is available to Government agencies as a GSA stock item (National Stock Number 7610-00-682-6740). Agencies may obtain copies by submitting a requisition in FEDSTRIP/MILSTRIP format to the GSA regional office providing supply support to the requesting activity. Copies may be purchased by the public from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402.

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CHAPTER 1. INTRODUCTION

When to use Standard Forms 1103 and 1203

Standard Form 1103, U. S. Government Bill of Lading (GBL) (see fig.1-1.), authorized in 41 CFR 101-41.3, is used for the transportation of property of the United States when freight charges are to be paid by the Government directly to commercial carriers regardless of the amount of transportation charges. (Small shipments may move on commercial forms as provided in 41 CFR 101-41.304-2.)

Standard Form 1203, U.S. Government Bill of Lading--Privately Owned Personal Property (PPGBL) (see fig. 1-3.), was promulgated by the General Services Administration (GSA) at the request of the Department of Defense (DOD) to fill the special needs of DOD's household goods movements. It is used primarily for shipments of personal property owned by Federal employees relocated in the interest of the Government. Use of the PPGBL is mandatory for DOD and optional for other Federal agencies.

GBL's and PPGBL's may be used for:

- All modes of transportation: rail, motor, air, inland water, ocean, express, forwarders, and pipeline.
- Shipments that move within the United States (including Hawaii, Alaska, and U.S. Trust Territories) or between points in the United States and any other country.
- Government shipments that move between points outside of the United States, if carriers are willing to accept GBL's or PPGBL's.

Multiuse documents

The GBL and PPGBL are designed to meet the requirements of Government shipping and receiving activities, audit requirements of GSA, and recordkeeping and billing needs of commercial carriers. The original GBL or PPGBL or one of their various copies serves as a:

(a) Listing of material shipped
(b) Contract of carriage
(c) Shipping order
(d) Documentary evidence of title
(e) Carrier's waybill
(f) Freight bill to the Government; and
(g) Notice of condition of shipment at final destination

Prohibitions

The issuance of a GBL or PPGBL after performance of freight service is prohibited, except when it is issued to convert a commercial shipping document (see ch. 8) or authorize payment on a diverted or reconsigned shipment moving on a commercial bill of lading. The issuance of a duplicate GBL or PPGBL is also prohibited.

Computer preparation

Departures from the exact specifications of the standard bill of lading forms are not

permitted. However, the format of the GBL and PPGBL may be adapted to computer preparation in accordance with the provisions of 41 CFR 101-41.313-1.

Overprinting

When it is economical and advantageous to do so, agencies may order any or all of the following information overprinted on GBL's and PPGBL's:

- Name of shipper (agency/department, and bureau or service)
- Bill to or paying office
- Name and title of issuing officer, issuing office, and place of issue
- Appropriation or fund chargeable
- Origin

To do this, the requesting agency must submit a printing requisition (SF 1-C or GPO Form 1026-A) to the accountable forms office in the Federal Supply Service (Attn: FCNI), General Services Administration, Washington, DC 20406, for direct procurement.

Numbering system

GBL's and PPGBL's are serially numbered at the time of printing, except in those instances where agencies are issuing GBL's and PPGBL's through automatic data processing and are authorized by GSA to imprint numbers at the time of issuance.

GBL sets begin with letter and number A-0,000,001 and continue through A-9,999,999, after which the letter symbol changes to B, then to C, etc. PPGBL sets are distinguished from regular GBL's by the inclusion of the letter "P" prior to the form's serial number. PPGBL's start with letter and number AP-000,001 and continue through AP-999,999, after which the lettered symbol becomes BP, CP, etc.

Control and accountability

Agencies shall maintain accountability records and physical control of GBL and PPGBL stock. Employees responsible for the issuance and use of GBL and PPGBL forms shall be held accountable for their disposition.

Multicar/trailer/container shipments

A shipment covered by one GBL may consist of several cars, trailers, or containers, in which case appropriate information for each car, trailer, or container must be shown in the various blocks provided on the GBL.

Transit shipments

Transit information previously entered on obsolete forms SF 1131 through SF 1134 (transit GBL) must now be entered on the regular GBL.

Obtaining GBL's and PPGBL's

Government agencies and activities should order supplies of the GBL and PPGBL by submitting a requisition in FEDSTRIP/MILSTRIP format to the GSA Furniture Commodity

Center, Attn: FCNI, Washington, D.C. 20406. The National Stock Numbers for the different GBL sets are as follows:

GBL	National Stock Numbers
SF 1103 (9-part snap-out)	7540-00-656-1476
SF 1103 (9-part computer pin-feed)	7540-01-049-1118
GBL Continuation Sets	
SF 1109 (9-part snap-out)	7540-00-656-1477
PPGBL	
SF 1203 (7-part snap-out)	7540-01-082-0539
SF 1203 (7-part computer pin-feed)	7540-01-096-8489
GBL Continuation Sets	
SF 1109 (9-part snap-out)	7540-00-656-1477

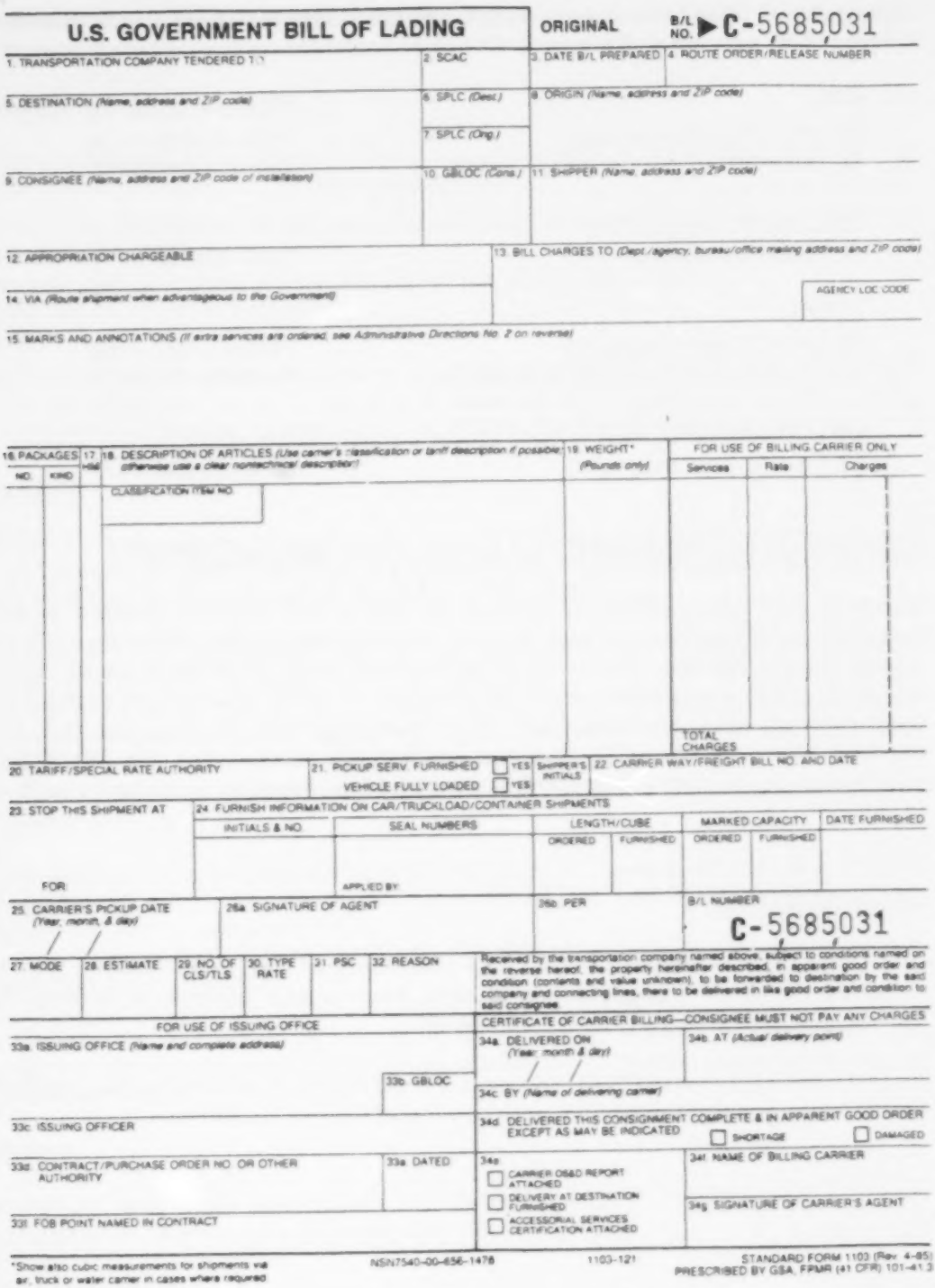
Disposing of obsolete, spoiled, canceled or unused GBL's and PPGBL's

Obsolete GBL's and PPGBL's, as well as GBL's and PPGBL's spoiled in preparation, canceled, or otherwise unused, should be returned to the office in each agency that retains accountability. That accountable office must provide a list of the GBL/PPGBL numbers which are spoiled, obsolete, canceled, or otherwise unused to the GSA Furniture Commodity Center, Attn: Standard Forms Section (FCNI), Washington, D.C. 20406. After the GSA Standard Forms Section has notified the sender that the GBL/PPGBL numbers have been received, the GBL's/PPGBL's may be destroyed in accordance with 41 CFR 101-41.308-2.

Where to get help

Questions concerning preparation and processing of GBL's and PPGBL's may be directed to GSA's Office of Transportation Audits, Review and Assistance Section, (telephone: commercial (202) 786-3016 or FTS 786-3016).

Department of Defense (DOD) shippers should direct questions to the cognizant Military Traffic Management Command, area command having jurisdiction.



U.S. GOVERNMENT BILL OF LADING

ORIGINAL

B/L NO. ▶ C-5685031

1. TRANSPORTATION COMPANY TENDERED TO
2. SCAC
3. DATE B/L PREPARED
4. ROUTE ORDER/RELEASE NUMBER
5. DESTINATION (Name, address and ZIP code)
6. SPLC (Dest.)
7. SPLC (Orig.)
8. ORIGIN (Name, address and ZIP code)
9. CONSIGNEE (Name, address and ZIP code of installation)
10. GBLOC (Cons.)
11. SHIPPER (Name, address and ZIP code)
12. APPROPRIATION CHARGEABLE
13. BILL CHARGES TO (Dept./agency, bureau/office mailing address and ZIP code)
AGENCY LOC CODE
14. VIA (Route shipment when advantageous to the Government)
15. MARKS AND ANNOTATIONS (If extra services are ordered, see Administrative Directions No. 2 on reverse)

16. PACKAGES NO. | KIND
17. H&M
18. DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; Otherwise use a clear nontechnical description)
CLASSIFICATION ITEM NO.
19. WEIGHT* (Pounds only)
FOR USE OF BILLING CARRIER ONLY
Services | Rate | Charges
TOTAL CHARGES

20. TARIFF/SPECIAL RATE AUTHORITY
21. PICKUP SERV. FURNISHED ☐ YES Shipper's Initials
VEHICLE FULLY LOADED ☐ YES
22. CARRIER WAY/FREIGHT BILL NO. AND DATE
23. STOP THIS SHIPMENT AT
FOR
24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS
INITIALS & NO. | SEAL NUMBERS | APPLIED BY | LENGTH/CUBE ORDERED | LENGTH/CUBE FURNISHED | MARKED CAPACITY ORDERED | MARKED CAPACITY FURNISHED | DATE FURNISHED
25. CARRIER'S PICKUP DATE (Year, month, & day)
26a. SIGNATURE OF AGENT
26b. PER
B/L NUMBER C-5685031
27. MODE | 28. ESTIMATE | 29. NO. OF CLS/TLS | 30. TYPE RATE | 31. PSC | 32. REASON
Received by the transportation company named above, subject to conditions named on the reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.
FOR USE OF ISSUING OFFICE
CERTIFICATE OF CARRIER BILLING—CONSIGNEE MUST NOT PAY ANY CHARGES
33a. ISSUING OFFICE (Name and complete address)
33b. GBLOC
33c. ISSUING OFFICER
33d. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY
33e. DATED
33f. FOB POINT NAMED IN CONTRACT
34a. DELIVERED ON (Year, month & day)
34b. AT (Actual delivery point)
34c. BY (Name of delivering carrier)
34d. DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED ☐ SHORTAGE ☐ DAMAGED
34e. ☐ CARRIER OS&D REPORT ATTACHED ☐ DELIVERY AT DESTINATION FURNISHED ☐ ACCESSORIAL SERVICES CERTIFICATION ATTACHED
34f. NAME OF BILLING CARRIER
34g. SIGNATURE OF CARRIER'S AGENT

*Show also cubic measurements for shipments via air, truck or water carrier in cases where required.

NSN7540-00-656-1478 1103-121 STANDARD FORM 1103 (Rev. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.3

Figure 1-1. Standard Form 1103, U.S. Government Bill of Lading (front)

TERMS AND CONDITIONS

It is mutually agreed and understood between the United States and carriers, including forwarders, who are parties to this bill of lading that:

This bill of lading is governed by the regulations relating thereto as published in Title 41, Part 101–41 of the Code of Federal Regulations.

Except as provided in 41 CFR 101 or as otherwise stated hereon, this bill of lading is also subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefor by the carrier.

Prepayment of charges shall in no way be demanded nor shall carrier make any collection of charges at time of delivery.

INTEREST SHALL ACCRUE FROM THE VOUCHER PAYMENT DATE ON OVERCHARGES MADE HEREUNDER AND SHALL BE PAID AT THE SAME RATE IN EFFECT ON THAT DATE AS PUBLISHED BY THE SECRETARY OF THE TREASURY PURSUANT TO THE DEBT COLLECTION ACT OF 1982.

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS

1. SF 1109 Continuation Sheet should be used and attached hereto when space under "Description of Articles" on the face of this bill of lading is inadequate.

2. Where accessorial or special services, such as exclusive use of a car or truck, expedited service, protective service, reconsignment, etc., are ordered incident to the line-haul transportation, the bill of lading shall be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special services ordered. The endorsement may be placed on the face hereof in the "Marks and Annotations," block 15, or in the space provided on this page for "Special Services Ordered," and shall be signed by or for the person who ordered the services. If such an endorsement is impractical, the same information may be set forth in a statement bearing the number of the covering bill of lading, which shall be signed by or for the person who ordered the services and, if possible, attached to the bill of lading. If the bill of lading is not available, the original and one copy of the statement shall be surrendered to the carrier from which the services were ordered, the original to be transmitted to the last line-haul carrier for presentation in connection with the bill for line-haul transportation charges. Where accessorial or special services are shown as ordered but were not furnished, the bill of lading shall be so annotated.

3. Shortage or damage reports shall be made on agency-designated forms, not on the bill of lading. Consignees shall observe the instructions on the reverse of the Consignee's Copy of the bill of lading.

4. Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations 101–41 (41 CFR) which may be purchased from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101–41.313–2.

5. American-flag carriers must be used for U.S. Government-financed carriage of personal property (household goods, personal effects, or privately owned vehicles) as prescribed by 46 USC 1241 and for U.S. Government-financed movement of freight as prescribed by 49 USC 1517. Statement by authorizing official justifying use of foreign-flag carrier must accompany appropriate voucher. See General Accounting Office standards in 4 CFR 52.2.

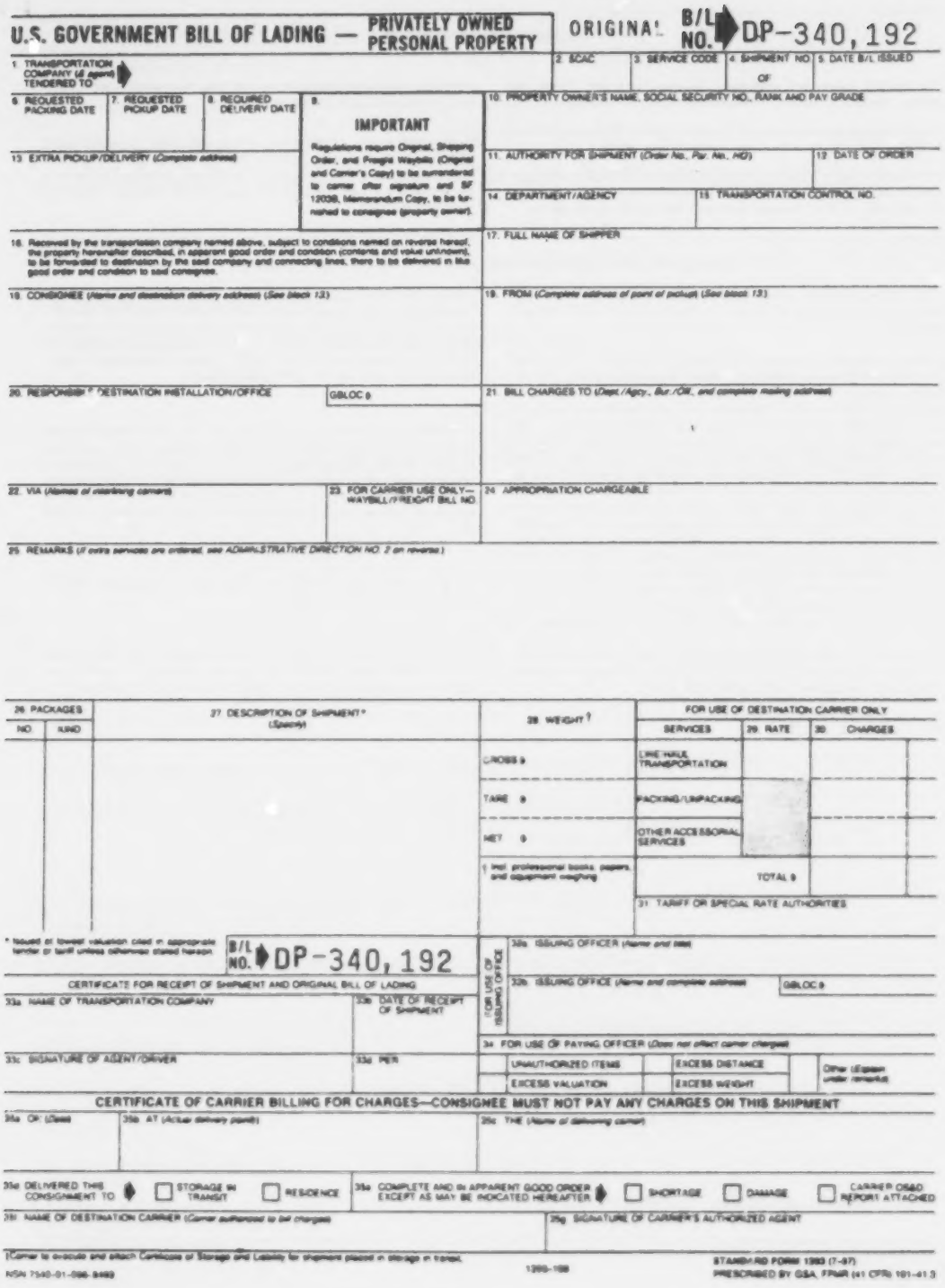
6. Contractor will return unused or canceled bills of lading to the Government office from which received.

IMPORTANT—Regulations require Original, Shipping Order, and Freight Waybill Original and Carrier's Copy to be surrendered to carrier after signature. Memorandum Copy SF 1103–B must be sent to consignee.

SPECIAL SERVICES ORDERED

STANDARD FORM 1103 BACK (Rev. 4-45)

Figure 1-2. Standard Form 1103, U.S. Government Bill of Lading (back)



U.S. GOVERNMENT BILL OF LADING — PRIVATELY OWNED PERSONAL PROPERTY

ORIGINAL B/L NO. DP-340,192

1. TRANSPORTATION COMPANY (If agent) TENDERED TO
2. SCAC | 3. SERVICE CODE | 4. SHIPMENT NO. OF | 5. DATE B/L ISSUED
6. REQUESTED PACKING DATE | 7. REQUESTED PICKUP DATE | 8. REQUIRED DELIVERY DATE
9. IMPORTANT
Regulations require Original, Shipping Order, and Freight Waybills (Original and Carrier's Copy) to be surrendered to carrier after signature and SF 1203B, Memorandum Copy, to be furnished to consignee (property owner).
10. PROPERTY OWNER'S NAME, SOCIAL SECURITY NO., RANK AND PAY GRADE
11. AUTHORITY FOR SHIPMENT (Order No., Par. No., HQ)
12. DATE OF ORDER
13. EXTRA PICKUP/DELIVERY (Complete address)
14. DEPARTMENT/AGENCY
15. TRANSPORTATION CONTROL NO.
16. Received by the transportation company named above, subject to conditions named on reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.
17. FULL NAME OF SHIPPER
18. CONSIGNEE (Name and destination delivery address) (See block 13)
19. FROM (Complete address of point of pickup) (See block 13)
20. RESPONSIBLE DESTINATION INSTALLATION/OFFICE | GBLOC
21. BILL CHARGES TO (Dept./Agcy., Bur./Off., and complete mailing address)
22. VIA (Names of intervening carriers)
23. FOR CARRIER USE ONLY—WAYBILL/FREIGHT BILL NO.
24. APPROPRIATION CHARGEABLE
25. REMARKS (If extra services are ordered, see ADMINISTRATIVE DIRECTION NO. 2 on reverse.)

26. PACKAGES NO	KIND	27. DESCRIPTION OF SHIPMENT* (Specify)	28. WEIGHT†	FOR USE OF DESTINATION CARRIER ONLY: SERVICES	29. RATE	30. CHARGES
			GROSS #	LINE HAUL TRANSPORTATION		
			TARE #	PACKING/UNPACKING		
			NET #	OTHER ACCESSORIAL SERVICES		
			† Incl. professional books, papers, and equipment weighing	TOTAL #		

31. TARIFF OR SPECIAL RATE AUTHORITIES

* Valued at lowest valuation cited in applicable tender or tariff unless otherwise stated hereon. B/L NO. DP-340,192

FOR USE OF ISSUING OFFICE
32a. ISSUING OFFICER (Name and title)
32b. ISSUING OFFICE (Name and complete address) | GBLOC

CERTIFICATE FOR RECEIPT OF SHIPMENT AND ORIGINAL BILL OF LADING

33a. NAME OF TRANSPORTATION COMPANY
33b. DATE OF RECEIPT OF SHIPMENT
34. FOR USE OF PAYING OFFICER (Does not affect carrier charges)
33c. SIGNATURE OF AGENT/DRIVER
33d. PER
UNAUTHORIZED ITEMS | EXCESS DISTANCE | Other (Explain under remarks)
EXCESS VALUATION | EXCESS WEIGHT

CERTIFICATE OF CARRIER BILLING FOR CHARGES—CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT

35a. OF (Date)
35b. AT (Actual delivery point)
35c. THE (Name of delivering carrier)
35d. DELIVERED THIS CONSIGNMENT TO ☐ STORAGE IN TRANSIT ☐ RESIDENCE
35e. COMPLETE AND in APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREAFTER ☐ SHORTAGE ☐ DAMAGE ☐ CARRIER OS&D REPORT ATTACHED
35f. NAME OF DESTINATION CARRIER (Carrier authorized to bill charges)
35g. SIGNATURE OF CARRIER'S AUTHORIZED AGENT

(Carrier to execute and attach Certificate of Storage and Liability for shipments placed in storage in transit.)

NSN 7540-01-096-9469 1203-108 STANDARD FORM 1203 (7-97) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.3

Figure 1-3. Standard Form 1203, U.S. Government Bill of Lading--Privately Owned Personal Property (front)

TERMS AND CONDITIONS. It is mutually agreed and understood between the United States and carriers, including forwarders, who are parties to this bill of lading that:

This bill of lading is governed by the regulations relating thereto as published in Title 41, Part 101–41, of the Code of Federal Regulations

Except as provided in 41 CFR 101 or as otherwise stated hereon, this bill of lading is also subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefor by the carrier.

All parties to this bill of lading (carriers, agents, freight forwarders, and others), recognizing that this shipment is made under the auspices of the United States Government, agree to forgo any liens that may arise from any cause whatsoever and not to detain or impound this shipment for any reason.

Carrier shall in no way demand prepayment of charges nor make any collection of charges at time of delivery.

Interest shall accrue from the voucher payment date on overcharges made hereunder and shall be paid at the same rate in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1982.

PRIVACY ACT DATA (*5 USC 552a*). This form serves as a procurement, accountability and payment form in the shipment of privately owned personal property for the account of the U.S. Information thereon may be used to prepare related documents or collect excess costs. Disclosure of information is voluntary but its absence may preclude shipment of property.

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS.

1. Continuation sheets of the prescribed form should be used and attached hereto when space under "Description of Shipment" on the face of this bill of lading is inadequate.
2. Where accessorial or special services, such as exclusive use of a car or truck, expedited service, protective service, reconsignment, etc., are ordered incident to the line-haul transportation, the bill of lading shall be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special services ordered. The endorsement may be placed on the face hereof under the "Description of Shipment" or under the "Remarks" if space is available, or in the space provided on this page for "Special Services Ordered," and shall be signed by or for the person who ordered the services. If such an endorsement is impractical, the same information may be set forth in a statement bearing the number of the covering bill of lading, which shall be signed by or for the person who ordered the services and, if possible, attached to the bill of lading. If the bill of lading is not available, the original and one copy of the statement shall be surrendered to the carrier from which the services were ordered, the original to be transmitted to the last line-haul carrier for presentation in connection with the bill for line-haul transportation charges. Where accessorial or special services are shown as ordered but were not furnished, the bill of lading shall be so annotated.
3. Shortage or damage reports shall be made on agency-designated forms, not on the bill of lading. Consignees shall observe the instructions on the reverse of the Consignee's Copy of the bill of lading.
4. Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations 101–41 (41 CFR) which may be purchased from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101–41.313–2.
5. American-flag carriers must be used for U.S. Government-financed carriage of personal property (household goods, personal effects, or privately owned vehicles) as prescribed by 46 USC 1241 and for U.S. Government-financed movement of freight as prescribed by 49 USC 1517. Statement by authorizing official justifying use of foreign-flag carrier must accompany appropriate voucher. The air carrier or air freight forwarder must submit with each bill involving the use of a foreign-flag carrier, in whole or in part, a copy of the air waybill, manifest or other documentation showing the underlying air carriers used with justification statement for use of the foreign-flag carrier. See General Accounting Office standards in 4 CFR 5.2.2.

SPECIAL SERVICES ORDERED

STANDARD FORM 1203 BACK (7–87)

Figure 1-4. Standard Form 1203, U.S. Government Bill of Lading-- Privately Owned Personal Property (back)

U.S. GOVERNMENT BILL OF LADING CONTINUATION SHEET

(This form is to be used as a continuation sheet for SF 1103, U.S. Government Bill of Lading—Original, or SF 1203, U.S. Government Bill of Lading—Privately Owned Personal Property—Original.)

ORIGINAL

B/L NO. ▶

SHEET NO.

ISSUING OFFICE *(Name and complete address)*

PACKAGES		HM	DESCRIPTION OF ARTICLES *(Use carrier's classification or tariff description if possible, otherwise use a clear nontechnical description.)*	WEIGHT* *(Pounds only)*	FOR USE OF BILLING CARRIER ONLY		
NO.	KIND				SERVICES	RATE	CHARGES

*Show also cubic measurements for shipments via air, truck or water carrier in cases where required.

NSN7540-00-634-4299
1109-113

STANDARD FORM 1109 (REV. 4-85)
PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.3

Figure 1-5. Standard Form 1109, U.S. Government Bill of Lading Continuation Sheet

CHAPTER 2. U.S. GOVERNMENT BILL OF LADING (GBL)

PART 1. GENERAL

Description

The U.S. Government Bill of Lading is a 9-part set consisting of six basic forms. Corresponding continuation sheets are available, if needed. Each form measures 8 1/2 x 11 inches. The GBL set and the continuation set are carbon-interleaved for simultaneous preparation. The standard form number, form title, and color of each form are listed in fig. 2.

Standard Form Number		Form Title	Color
Basic	Continuation		
1103	1109	U.S. Government Bill of Lading--Original	White
1104	1110	U.S. Government Bill of Lading--Shipping Order	Pink
1103-A	1109-A	U.S. Government Bill of Lading--Memorandum Copy	Yellow
1105	1111	U.S. Government Freight Waybill--Original	White
1106	1112	U.S. Government Freight Waybill--Carrier's Copy	White
1103-A	1109-A	U.S. Government Bill of Lading--Memorandum Copy	Yellow
1103-B	1109-B	U.S. Government Bill of Lading--Memorandum Copy Consignee	Blue
1103-A	1109-A	U.S. Government Bill of Lading--Memorandum Copy	Yellow
1103-A	1109-A	U.S. Government Bill of Lading--Memorandum Copy	Yellow

Figure 2. U.S. Government Bill of Lading set

Distribution and use

The individual GBL forms which comprise a basic set are distributed as follows:

- SF 1103, the original GBL, contains the terms and conditions of the contract of transportation, the description of the articles comprising the shipment, and the certificate of delivery. It becomes supporting evidence for the voucher covering the transportation charges involved.

- SF 1104, the shipping order, is retained by the carrier or his agent at the shipping point.

- SF 1103-A, memorandum copies (four each), are used by Federal agencies for administrative purposes. One copy is transmitted to the fiscal office of the agency responsible for paying the transportation charges (no copy is sent to USAFAC, Indianapolis, IN). One copy is transmitted to the fiscal station(s) responsible for the appropriation(s) if different from the paying office. One copy should be retained as a record by the issuing office, i.e., the Government activity ordering the transportation of the shipment. The issuing office makes a certified true copy of its SF 1103-A available to the billing carrier as a replacement for lost or destroyed SF 1103 and SF 1105 if requested by the carrier (41 CFR 101-41.307-6) (see ch. 7)). Additional copies may be made by the issuing office for administrative purposes.

- SF 1105, the original freight waybill, accompanies a shipment or is otherwise conveyed to the destination in accordance with carrier instructions. If the original GBL is lost or destroyed, the SF 1105 must be used by the carrier as a substitute document for billing charges (41 CFR 101-41.307-1 (see ch.7)).

- SF 1106, the carrier's copy of the freight waybill, is distributed in accordance with carrier instructions.

- SF 1103-B, the memorandum copy--consignee, contains instructions on the reverse concerning actions to be taken by the consignee when the shipment is received. This copy is furnished to the consignee by the shipper immediately upon tendering the original GBL to the origin carrier, and enables the consignee to verify the correctness of accessorial or special services, document any apparent loss or damage, or other discrepancy in the weight, quantity or condition of the property, and detect any overages or shortages.

Carrier receipt of shipment and certification of delivery procedures

In all instances, the SF 1103, GBL-Original; SF 1104, GBL-Shipping Order; SF 1105, GBL-Freight Waybill (Original); and SF 1106, GBL-Carrier's Copy, must be given to the origin line-haul carrier or carrier's agent at the time the shipment is tendered. He must sign and date the original GBL (Blocks 25. and 26a.) thereby certifying that he has received the shipment and original bill of lading. On local or single line movements the carrier retains the original GBL until he can properly complete, from the carrier's delivery documents, the "CERTIFICATE OF CARRIER BILLING" (Blocks 34 a. - g.) located at the bottom of the original GBL. The completed GBL can then be presented for payment of transportation

charges. On interline or intermodal movements, the origin and participating carriers should transmit the original GBL to the last line-haul carrier authorized to bill for the transportation charges. The billing carrier will be responsible for properly completing, from carrier delivery documents, the "Certificate of Carrier Billing for Charges" (Blocks 34a. - 34g.).

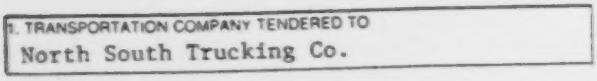
At the time of delivery, if there is any loss or damage and/or shortage, it should be noted on the carrier's delivery documents (the carrier's receipt as well as the consignee's copy thereof), signed by the consignee, and acknowledged by the signature of the carrier's agent.

Whenever the GBL is used by a contractor as shipper, one memorandum copy, certified by the carrier, will be retained by the contractor. Certified memorandum copies must be promptly forwarded by the contractor to the issuing office.

Each block of the SF 1103, U.S. Government Bill of Lading (fig. 1-1 and 1-2), is numbered and keyed to the accompanying text.

PART 2. PREPARING THE GBL

BLOCK 1.

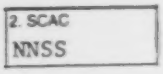


Enter the full business name of the initial line-haul carrier to which the shipment is tendered. The business name shall include the words "Company," "Incorporated," or "Limited," as appropriate. (These words may be abbreviated as Co., Inc., and Ltd.) No other company or carrier abbreviation, initial, or symbol may be used.

If a different carrier actually picks up the shipment, the name of the pickup carrier should be indicated in parentheses following the name of the origin line-haul carrier.

For shipments tendered to carriers under the GSA Centralized Household Goods Program (civilian agencies only), enter the name of the transportation company that is party to a GSA Tender of Service Agreement.

BLOCK 2.



Enter the origin line-haul carrier's four letter Standard Carrier Alpha Code (SCAC).

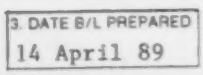
SCAC's are a means of carrier identification and must be included on GBL's. These codes are an integral part of the Government's transportation accounts management system.

Vouchers accompanied by GBL's without SCAC's are returned unpaid to carriers until codes are provided.

SCAC's are filed with the Interstate Commerce Commission and are listed in the "Directory of Standard Multi-Modal Carrier and Tariff Agents Codes," published by the National Motor Freight Traffic Association, Inc.

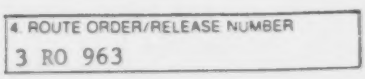
Carriers may request the assignment of a SCAC by writing to the National Motor Freight Traffic Association, Inc., 2200 Mill Rd., Alexandria, VA 22314.

BLOCK 3.



Enter the date that the first entry is made on the GBL.

BLOCK 4.

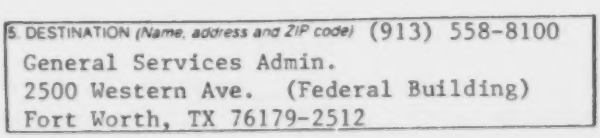


Enter a route order number, traffic control number, or other document identification number which has been assigned by the GBL issuing office or routing authority. For household goods shipments (civilian agencies only), enter the order release number listed on the GSA Form 2485, Cost Comparison for Shipping Household Goods.

Traffic control numbers are used for internal control and identification of specific shipments; to trace lost or overdue shipments; to show routing authority; and/or to help distribute tonnage among competing carriers.

Disregard this block if traffic control reference numbers are not used by the agency issuing the GBL.

BLOCK 5.

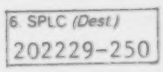

5. DESTINATION (Name, address and ZIP code) (913) 558-8100
General Services Admin.
2500 Western Ave. (Federal Building)
Fort Worth, TX 76179-2512

Enter the final destination point where the carrier is to make actual delivery of the shipment to the consignee. Use the complete address (name of Federal activity, street address, city, town or point, state and ZIP code or country) and commercial telephone number.

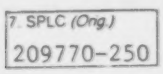
If there are two or more cities or towns of the same name in the same state, the name of the county must be shown in addition to the city or town and state.

Include any additional information that will ensure shipment delivery to the specified destination. For example, gate entrance, building or warehouse number, bus terminal, station identification, railroad team track, or private siding within the limits of which the consignee receives carload freight. If space is insufficient, add the words "See Marks and Annotations" and insert the information in Block 15., "MARKS AND ANNOTATIONS."

BLOCK 6. SPLC (Dest.)



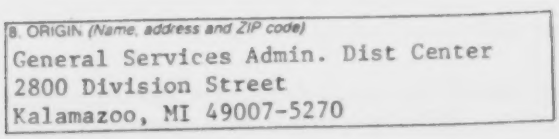
BLOCK 7. SPLC (Orig.)



CIVILIAN AGENCIES MAY DISREGARD THESE BLOCKS.

Enter the nine-digit Standard Point Location Code (SPLC) for a shipment's origin and destination as published in applicable carrier tariffs and tenders. These codes must be on all GBL's issued by the Department of Defense (DOD).

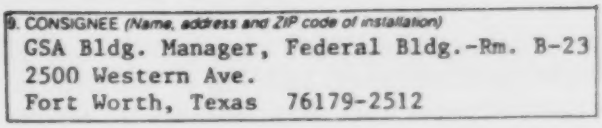
BLOCK 8.



Enter the exact shipping point where shipment originates. Include the complete street address, city, town or metropolitian area, state and ZIP code.

Complete information is necessary because shipping points, railheads, or billing stations are not always located in the same place. When there are several carrier stations within or adjacent to a metropolitan area, insert the full name of the city and state and the full name of the station or street address, including the ZIP code where the shipment is tendered.

BLOCK 9.

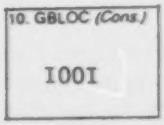

9. CONSIGNEE *(Name, address and ZIP code of installation)*
GSA Bldg. Manager, Federal Bldg.-Rm. B-23
2500 Western Ave.
Fort Worth, Texas 76179-2512

Enter the full name and title, room number, and mailing address, including ZIP code, of the department, activity, and person designated to receive the shipment at its final destination.

List only one consignee. When the person to be notified of the delivery differs from the consignee, the name of the person to be notified should also be shown, preceded by the word "Notify."

When the shipment is consigned for delivery to a person or location other than the mailing address shown, add the words "See Marks and Annotations" and insert an explanation in Block 15., "MARKS AND ANNOTATIONS."

BLOCK 10.


10. GBLOC *(Cons.)*
IOOI

CIVILIAN AGENCIES MAY DISREGARD THIS BLOCK.

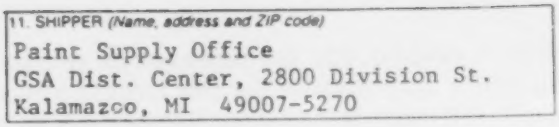
The GBL Office Code (GBLOC) should be completed on all DOD GBL's, including GBL's converted from commercial bills of lading.

Enter the GBLOC which identifies the military installation, activity or office that is the consignee for the shipment. GBLOC's are only assigned to activities that issue bills of lading. They are listed in the Department of Defense Personal Property Traffic Management Regulations (DOD 4500.34-R).

If the consignee has not been assigned a GBLOC, use the common code, "IOOI."

GBLOC's assigned to DOD activities/shippers are listed in the Defense Traffic Management Regulation (DTMR [AR 55-355/NAVSUPINST 4600.70/AFR 75-2/MCO P4600.14B/DLAR 4500.3]), Appendix 1.

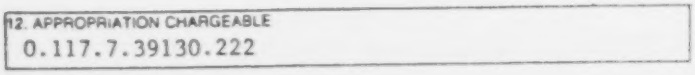
BLOCK 11.


11. SHIPPER *(Name, address and ZIP code)*
Paint Supply Office
GSA Dist. Center, 2800 Division St.
Kalamazoo, MI 49007-5270

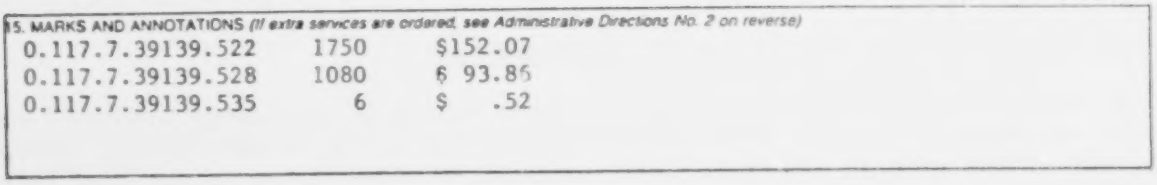
Enter the proper name, address, and ZIP code of the Government shipping activity authorizing and responsible for the shipment. Initials or abbreviations of the activity should only be used when absolutely necessary.

When a GBL is furnished to a contractor to make a shipment which has been authorized by a Government activity, the full name of that contractor should also be shown. In this case, the following statement must be added after the contractor's name: "For the account of" or "A/C" and the name of the Government activity authorizing the shipment.

BLOCK 12.

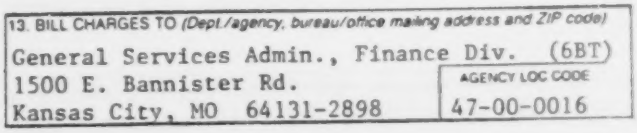

12. APPROPRIATION CHARGEABLE
0.117.7.39130.222

Enter the complete Government appropriation against which the cost of transportation is to be charged.


15. MARKS AND ANNOTATIONS *(If extra services are ordered, see Administrative Directions No. 2 on reverse)*
0.117.7.39139.522 1750 $152.07
0.117.7.39139.528 1080 $ 93.85
0.117.7.39139.535 6 $ .52

When more than one appropriation is involved, each item or weight should be referenced to the proper appropriation, and the total for each account should be inserted in this block. If more space is required, use Block 15., "MARKS AND ANNOTATIONS," Block 18., "DESCRIPTION OF ARTICLES," or continuation sheet, and cross-reference the appropriation chargeable block.

BLOCK 13.


13. BILL CHARGES TO *(Dept./agency, bureau/office mailing address and ZIP code)*
General Services Admin., Finance Div. (6BT)
1500 E. Bannister Rd.
Kansas City, MO 64131-2898
AGENCY LOC CODE
47-00-0016

Enter the complete name and correct mailing address, including theZIP code, of the office that will pay and/or authorize the transportation charges. The carrier's bill, together with the original GBL properly certified by the carrier, will be forwarded to the name and

address shown in this block. Initials or abbreviations of the Federal activity should only be used when absolutely necessary.

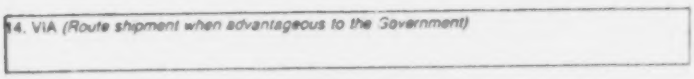
When more than one office is responsible for payment of charges, enter the name and address of the disbursing office accountable for the largest portion of weight listed on the GBL.

Agency Location Code

DOD ACTIVITIES MAY DISREGARD THIS BLOCK.

GBL's involving shipments for civilian agencies should also have an Agency Location Code (ALC) entered in the small box inset in Block 13. ALC's are assigned in accordance with procedures in the Treasury Financial Manual for Guidance of Departments and Agencies, Part 2, Chapter 3320. The ALC to be used should be obtained from the agency's local finance or accounting officer.

BLOCK 14.



This block should usually be left blank. The origin carrier is obligated to forward shipments over a route which will provide the lowest published charges within the mode.

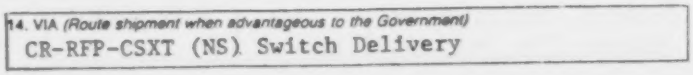
Route shipments when advantageous to the Government

Enter the complete routing for carload quantities via rail, or equivalent quantities via motor or water, only when some substantial interest of the Government is served thereby. If the space in this block is not sufficient for showing the full name of each carrier in the route, authorized initials or abbreviations may be used. Junction or interchange points should not be used unless they are required by tender or tariff.

Routings should be selected by experienced transportation personnel who are aware of various tariff restrictions and limitations. This will ensure that required transportation services are obtained at the lowest possible cost to the Government.

Routing instructions on the GBL must be correct and legible. When there is doubt regarding the most advantageous route, do not specify carrier(s).

Rail Switching Carriers



When a rail switching carrier is required to complete delivery at destination, the authorized initials or abbreviations of the name of the switching carrier should be

shown in parentheses next to the initials of the road or line-haul carrier, followed by the words "Switch Delivery."

Transit Shipments

Enter the name and SCAC of each carrier used to transport the commodity from the point of origin to the transit station.

A separate GBL must be issued for outbound transit shipments. The outbound routing from the transit point must be specified using the name of the origin carrier and its SCAC plus the name and SCAC of the carrier(s) required to complete the movement to ensure the integrity of the rate. Inclusion in the routing of a carrier not providing the specific transit privilege or not participating in the through rate may materially increase transportation costs by eliminating the application of the transit privilege or the lower rate.

Classified and Sensitive Material
(DOD activities only)

14. VIA *(Route shipment when advantageous to the Government)*
SUBSTITUTE SERVICE NOT TO BE USED: CCOI 42011

For all motor movements of classified and sensitive material, annotate "SUBSTITUTE SERVICE NOT TO BE USED."

BLOCK 15.

15. MARKS AND ANNOTATIONS *(If extra services are ordered, see Administrative Directions No. 2 on reverse)*
M/F FB B23

Contact Mary Anderson (817) 334-3200 prior to delivery for delivery instructions.
Shipper to load and consignee to unload.

This block should be filled out when special marks or identifying symbols are used on packages or boxes comprising the shipment. Special marks assist in handling, accounting, and storing, and serve other useful purposes after the shipment has been delivered.

Supplemental data may also be entered in this block when space in other blocks is insufficient. When used for this purpose, data should be cross-referenced to the appropriate block.

When shipments are intended at destination for some person other than the consignee or for trans-shipment, insert the word "For" followed by the name or code, if applicable, of the person or activity to whom delivery is to be made.

When a shipment is made to a port of export, insert the words "For Export," and follow with the name of the destination country.

If more space is required, special notations may be entered in the "Special Services Ordered" space on the reverse of the original GBL and appropriately cross-referenced in this block.

When accessorial or special services are ordered incident to the line-haul transportation, the bill of lading must be endorsed to show the name of the carrier upon which the request was made and the kind and special services ordered. The endorsement may be placed in this block or in the "Special Services Ordered" block on the reverse side of the original bill of lading and shall be signed by or for the person who ordered the service. (See page 35, GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS, paragraph 2.)

BLOCK 16.

(see page 22)

This block should show the total number of each type of package applicable to each group of articles opposite the related description of such articles as shown in Block 18.

A separate entry must be made for each article that is classified differently. Each type of container or package used, such as barrels, boxes, crates, drums, or cylinders, must be shown. Customary abbreviations may be used to describe the type of container used in the shipment. Generally, only the type of outer container or package is entered in Block 16, since inner containers or packages do not determine the classification rating or the freight rate.

Household Goods
(civilian agencies only)

Enter "1 LOT" in Block 16.

Pallet Loads

When articles are shipped on pallets, the number of packages comprising the pallet load must be shown (e.g., 2 pallets of 20 boxes each; 1 bundle of 4,000 board feet).

Articles Shipped Loose

If articles are shipped loose, the number of pieces or units and the related description of such articles should be entered.

Bulk Shipments

When carload shipments of bulk freight such as coal, ore, gravel, sand, or loose grain are made, this block should be disregarded.

BLOCK 17.

(see page 22, example A)

HAZARDOUS MATERIAL (HM)

Enter an "X" if the shipper is requesting transportation for any hazardous materials subject to the Department of Transportation Regulations (Title 49, Code of Federal Regulations (CFR)). The "X" should be entered in this column opposite the hazardous material description in Block 18.

BLOCK 18.

(see page 22)

Enter the proper freight description and any other information or special instructions to the carrier concerning the items being shipped. When freight items are subject to a released valuation, such released valuation must be shown on the GBL (see page 22, example B).

The information in this block should conform to the governing carrier's classification, tender or tariff description. The description of articles provided in the carrier's freight classification determines the freight rate to be applied.

If there is doubt concerning the proper description, a clear, nontechnical description should be placed in this block. Trade names may be added in parentheses to the description if it will aid in proper classification of the commodity shipped. It is important that "used" articles or property be so designated in the description of articles.

SF 1109-A Continuation Sheet should be used if more space is needed to complete the description of articles to be shipped.

Water Shipments

Rail or motor commodity descriptions should not be used for water shipments, unless so provided in the carrier's tariff.

Hazardous Materials

When shipping the hazardous materials listed in Title 49 of the Code of Federal Regulations (49 CFR 172.101), the description must be shown as listed therein. If the hazardous material description differs from the governing tariff description, the hazardous material description, including the appropriate United Nations (UN) number, must be shown first, and immediately behind it, in parentheses, the tariff description. The hazardous class (CL) number must be shown on all international shipments. Abbreviations must not be used. When both a hazardous material and a non-hazardous material are listed, the hazardous material must be shown first or entered in a contrasting color (see page 22, example A).

The following certification, as required by 49 CFR 172.204, should also be included in

Block 18., when hazardous materials are shipped by conveyances other than air carriers.

> This is to certify that the above-named materials are properly classified, described, packaged, marked, and labeled, and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation.

_____
Certifying Official

Shipments via air carriers require the following certification:

> I hereby certify that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked and labeled, and in proper condition for carriage by air according to applicable national governmental regulations.

_____
Certifying Official

These certifications must be legibly signed by a principal, officer, partner, or employee of the shipper or his agent. The signature may be manually produced by typewriter, or by other mechanical means.

Household Goods

When civilian agencies move household goods on a GBL (SF 1103), the words "HOUSEHOLD GOODS AND PERSONAL EFFECTS," the pickup date(s), required delivery date(s), released value of the shipment, and storage in transit authorization should be entered in this block.

Examples of additional information or instructions which may be shown in Block 18. are:

- Specific instructions to the carrier concerning any services required to protect a shipment during transit, such as heating, refrigeration, or exclusive use of the vehicle.

- A notation of released value when freight descriptions are based on released valuation and the shipping declaration is required on the GBL (per the applicable tariff):

  "Released valuation not exceeding _____ (value) per _____ (unit of weight)."

or simply:

"RVNX _____per_____ ."
(value) (unit of weight)

Cite the approving authority for declaring excess valuation on high value material, if such valuation is necessary. Intermodal shipments require a separate notation for each mode of transportation because released valuations may differ for each mode (see page 22, example B).

- Cubic feet for each item or group of items as well as the total number of cubic feet when charges are based on the cubic measurements of the articles shipped. In determining cubic measurements of items of irregular shape, the greatest dimensions in length, width, and height must be used.

- Actual measurements of the commodity as packed for shipment when charges for air shipments are based on volume weight instead of actual weight.

CLASSIFICATION ITEM NUMBER

Enter the Uniform Freight Classification (UFC) or the National Motor Freight Classification (NMFC) number for the articles described on the GBL. When the shipment consists of more than one commodity, the classification number should be shown after each commodity, and the Classification Item Number block left blank. Where the commodity description is "Freight of All Kinds, " the appropriate number shown in the applicable Government freight tariff rules publication governing the movement of freight traffic should be used.

BLOCK 19.

(see page 22)

The gross weight of the package(s) must be shown separately in the weight column opposite the appropriate description of the package(s) in the "Description of Articles" block.

The weight of pallets, platforms, or skids on which a shipment may be loaded should be shown separately on the bill of lading because some carrier tariffs provide that no charge will be made for their weight when it is shown separately.

When continuation sheets are required for separate listings of all packages, their total weight should be shown on the original bill of lading with a reference to the continuation sheet.

Weights are specified as "actual," "estimated," or "agreed." When "agreed" weights are used, reference to the weight agreement and the name of the issuing bureau should be shown on the original bill of lading. When "actual" weights cannot be determined before the shipment is made, estimated weights should be shown and the notation "Estimated weights; weigh and correct" should be placed on the bill of lading.

When property is shipped in truckload, carload or equivalent quantities, and dunnage, such as blocking, temporary lining, racks, bracing, or strapping is required, the weight of the dunnage must be shown separately. Provisions for dunnage allowances vary under the applicable tariffs.

The importance of correctly stating the applicable weight for shipments is self-evident. Since carriers' freight charges are based primarily on weight, it becomes a controlling factor in the efficient and economical expenditure of Government transportation funds.

16. PACKAGES NO.	16. PACKAGES KIND	17. HM	18. DESCRIPTION OF ARTICLES *(Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description)*		19. WEIGHT* *(Pounds only)*
			CLASSIFICATION ITEM NO. NMFC 149980		
20	PT	X	PAINT	FREIGHT	40,000
CONTAINS			FLAMABLE LIQUID, UN 1263	PALLETS	2,000
4000	BXS			TOTAL	42,000
This is to certify that the above-named materials are properly classified, described, packaged, marked, and labeled, and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation.					
			John J. Fremont		
			CERTIFYING OFFICIAL		

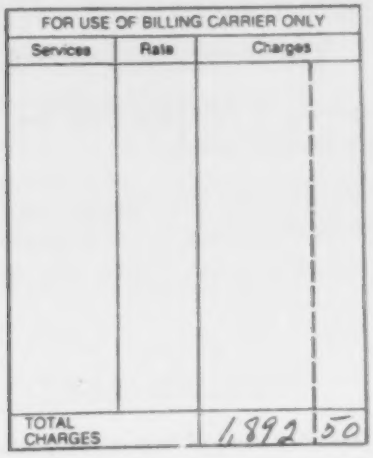
Example A

16. PACKAGES NO.	16. PACKAGES KIND	17. HM	18. DESCRIPTION OF ARTICLES *(Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description)*		19. WEIGHT* *(Pounds only)*
			CLASSIFICATION ITEM NO. NMFC 168960		
20	BXS		RECORDS, OFFICE, OLD	FREIGHT	1,000
				TOTAL	1,000
			RVNX 3½¢ PER LB.		

Example B

UNNUMBERED BLOCK

"FOR USE OF BILLING CARRIER ONLY"

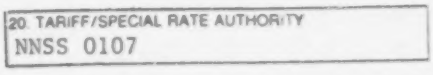


FOR USE OF BILLING CARRIER ONLY		
Services	Rate	Charges
TOTAL CHARGES		1,892 50

This unnumbered section on the original GBL is for the sole use of the billing carrier who inserts the services provided and the proper rates and charges.

This section is left blank on the original and all copies furnished to the carrier. (On the memorandum copies of the bill of lading this section is blank, and the issuing officer may use this space to show estimated transportation charges and such accounting classifications as may be administratively required.)

BLOCK 20.

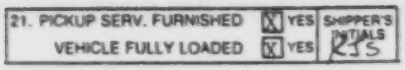


20. TARIFF/SPECIAL RATE AUTHORITY
NNSS 0107

For carload, truckload, container, or volume shipments, enter the tariff reference or special rate quotation under the provisions of Section 10721 of the Revised Interstate Commerce Act (49 U.S.C. 10721), formerly Section 22 of the Interstate Commerce Act, for rates applicable to the shipment.

When special rate quotations provide a reduction in transportation costs for shipments, regardless of their weight, including less-than-carload quantities, these rate authorities should be indicated. Use the carrier's SCAC followed by the tariff or rate quotation number.

BLOCK 21.



Pickup Service Furnished

Check "YES," when pickup service is furnished by the carrier, and have the shipper's agent write his initials in the space provided.

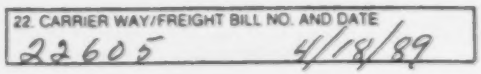
When pickup services are performed by the Government as a shipper, an allowance is sometimes made by the carrier. If this block is not checked and initialed to show that the carrier performed the service, the applicable allowance will be claimed by the Government.

Vehicle Fully Loaded

Check "YES," when the the carrier's conveyance is fully loaded.

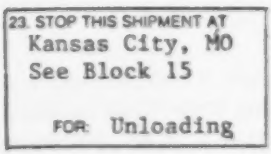
In cases of overflow freight, an appropriate notation should be made in Block 15., "MARKS AND ANNOTATIONS," Block 18., "DESCRIPTION OF ARTICLES," or on the continuation sheet indicating the cubic capacity or dimensions of the loaded space of each car or truck. A cross-reference should be made directly above Block 21..

BLOCK 22.



The number should be transferred from the carrier's freight bill or waybill and entered in this block by the carrier prior to billing for charges. This information is useful to the shipper and consignee for tracing and claims purposes.

BLOCK 23.



Rail and motor carrier tariffs generally provide stopoff-in-transit to partially load or unload shipments. This carrier service permits a conveyance to be stopped at one or more intermediate points during transit for the purpose of loading or unloading freight prior to arrival at final destination. Charges are based on the total maximum weight shipped from original point of origin to final destination plus the stopoff charges. Combining several shipments moving to or from the same general geographical area often results in lower overall transportation costs.

It is important that complete instructions are provided to the carrier on the GBL to ensure that all parties involved with such shipments are aware of the special loading or unloading requirements.

When a shipment is to be stopped in transit for partial loading or unloading, the following information must be fully and completely shown on the bill of lading:

- The point at which the stop is to be made.
- The purpose for the stop (to complete loading or to partially unload).
- The full name and address of the party to be notified at the stopoff point.
- The quantity of freight to be loaded or unloaded at each stopoff point.

15. MARKS AND ANNOTATIONS *(If extra services are ordered, see Administrative Directions No. 2 on reverse)*

PKGS A200 to A228 to be unloaded at Kansas City, MO.

If this block does not provide enough space, additional information may be shown in Block 15., "MARKS AND ANNOTATIONS" or Block 18., "DESCRIPTION OF ARTICLES," or in the space provided on the reverse thereof for "SPECIAL SERVICES ORDERED." Appropriate cross-reference should be made in Block 23..

Each portion of the shipment to be partially loaded or unloaded at intermediate points should be identified in Block 18., "DESCRIPTION OF ARTICLES."

Inclusion of the above details concerning the material to be stopped in transit will enable carriers to perform the service with a minimum of delay.

Notification to Consignees

It is also necessary that each intermediate consignee at the stopoff points is notified promptly of the shipment. This may be accomplished by the consignor forwarding a memorandum copy (SF 1103-A) of the GBL to the intermediate consignees at the time the shipment is tendered to the origin carrier.

Under the GBL distribution procedures where the original GBL is furnished to the origin carrier at the time of shipment, the intermediate consignee at the stopoff point will issue a certificate to the stopoff carrier and furnish copies to any other intermediate consignee and the final consignee. This certificate will provide specific details concerning the material loaded or unloaded at the stopoff locations (GBL number, conveyance number, final destination, seal numbers, stopoff points, portion of shipment loaded or unloaded, date of stopoff and any loss, damage, or other discrepancies noted at the time the shipment is received at the stopoff point).

Reporting Loss & Damage

Each consignee who discovers losses, damages, or other discrepancies must report them

on Government prescribed forms to the Government paying office and other designated offices, as required by the agency issuing the GBL.

CIVILIAN AGENCIES ONLY

23. STOP THIS SHIPMENT AT
East West Van Line 5800 Main Street Springfield,VA 22310 FOR: Extra Pickup

If the SF 1103 is used for a household goods movement and there is to be a pickup in addition to the one at the origin residence, the extra pickup address and the words "EXTRA PICKUP," should be entered in this block.

If a delivery is to occur in addition to that at the final destination residence or warehouse, the extra delivery address and the words "EXTRA DELIVERY," should be entered in this block.

BLOCK 24.

24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS						
INITIALS & NO.	SEAL NUMBERS	LENGTH/CUBE		MARKED CAPACITY		DATE FURNISHED
		ORDERED	FURNISHED	ORDERED	FURNISHED	
	APPLIED BY:					

INITIALS & NO.

24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS				
INITIALS & NO.	SEAL NUMBERS	LENGTH/CUBE	MARKED CAPACITY	DATE FURNISHED
Tractor #288 Trailer #1102				

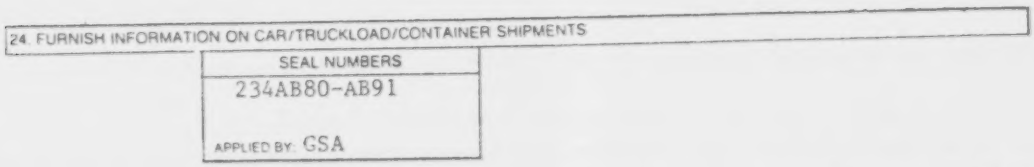
This block must be filled out when:

- Rail cars are used.
- Containers are used.
- Motor carrier shipments comprise one or more truckload. In this case, the trailer and/or truck license number and the kind of vehicle used, such as, truck, trailer, or lowboy must be shown.
- Carrier's conveyance is loaded to full capacity with less-than-truckload quantities. In this case, the letters "LTL" must be shown after the truck or container number.
- Conveyance is to be stopped for partial loading or unloading.
- Exclusive use of carrier's vehicle is ordered by the shipper.

- Shipments are via inland waterway; in this case, the barge, container, or vessel name or number, if known, must be shown.

This block, when properly filled out, enables prompt identification of the conveyance(s) used in making the shipment and assists in tracing delayed, diverted, or reconsigned shipments. Also, demurrage charges and special handling charges may be verified when such information has been supplied.

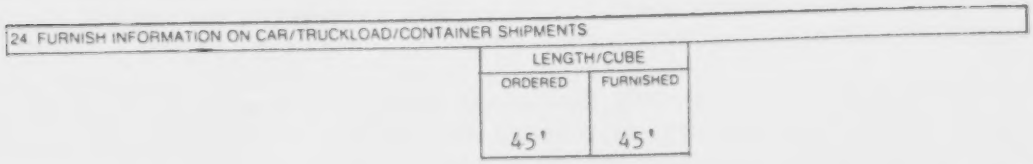
SEAL NUMBERS/APPLIED BY:



When a shipment is made in one or more closed rail cars, closed motor vehicles, or containers and these commercial conveyances are sealed at the point of origin, this block should show each of the seal numbers and who applied them (shipper for rail cars and intermodal containers; shipper or carrier for motor vehicles). When shipments are made by commercial conveyance, the carrier has access to his equipment during transit, even if seals are applied. If motor vehicles are loaded to full visable capacity, they should be sealed by the shipper. Seals are applied to protect the cargo in transit from pilferage or damage. Sealing of a truck does not trigger application of exclusive use vehicle rates (see chapter 4).

A record of the original seal numbers assists in determining liability when equipment arrives at the destination with broken or missing seals or when loss, damage, or shortage is subsequently discovered in the shipment. Any changes from the original seal numbers should be noted by the consignee on his copy of the delivering carrier's documents and the consignee's copy of the GBL, if available. All notations must be signed by the consignee and the carrier's agent.

LENGTH/CUBE
ORDERED FURNISHED



This block must be completed when a railcar, truck, or container of a specific length or cubic capacity is ordered to accommodate a shipment. The information is required to ensure that the lowest freight charge will be applied to the shipment.

Enter the length (in feet and inches) or cubic feet of railcar (carrier or Government-owned), motor vehicle, container, or barge ordered and furnished.

When carload, truckload, or containerized shipments are involved, carriers cannot always furnish equipment of the length and cubic capacity ordered. They may furnish units of greater length and cube. If the GBL does not show the length and cubic capacity of the conveyance ordered, charges will be assessed on the minimum weight or cube applicable to the conveyance furnished and used. If the GBL shows a conveyance smaller than that furnished was ordered, charges will usually be based on the size of the smaller conveyance, unless otherwise provided by carrier tariff or other governing publication.

This block should not be completed when less-than-truckload shipments are involved, unless required by tariff or tender.

When size ordered is not available

If a carrier indicates prior to furnishing the conveyance that he does not have the size ordered and offers one of a greater size or capacity, the larger size conveyance may be accepted if the carrier is willing to have the bill of lading annotated:

"THIS SIZE CONVEYANCE FURNISHED FOR THE CONVENIENCE OF THE CARRIER"

This notation will generally protect the minimum weight or cube for the conveyance ordered.

WARNING: If a shipper permits the loading of his shipment on a vehicle provided by the carrier which is different than the one he ordered, that constitutes acceptance of the vehicle provided, and charges will be assessed on the basis of the vehicle actually used.

MARKED CAPACITY OF RAILCAR OR CONTAINER ORDERED AND FURNISHED

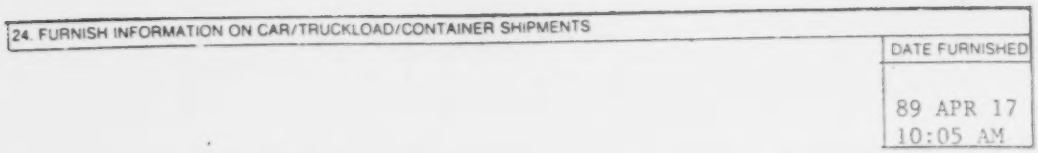
24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS	
MARKED CAPACITY	
ORDERED	FURNISHED
100M	100M

When one or more railcar or container is ordered for a shipment, or when exclusive use of a vehicle is required, enter the desired capacity, and if available, the marked capacity of the equipment such as pounds and/or cubic feet.

Loading rail freight cars is normally the responsibility of the shipper. Care should be exercised to prevent overloading when heavy commodities are involved, as unloading or reloading excess weight is quite costly.

Disregard this block when shipments are made in less-than-truckload quantities.

DATE FURNISHED



This block must be completed when the shipment comprises one or more carloads, truckloads, or containers.

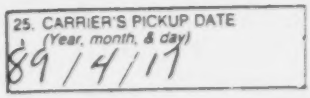
"DATE FURNISHED" means the date on which the conveyance is placed in a satisfactory condition for loading.

The date on which a conveyance is furnished serves as a basis for determining the application of demurrage or detention charges and will govern the free time allowed for loading and/or unloading. Omission of this date could result in the payment of erroneous demurrage or detention charges.

When shipments are by ship or barge, it is also important to show the date the vessel is available for loading.

Disregard this block when shipments are made in less-than-truckload quantities.

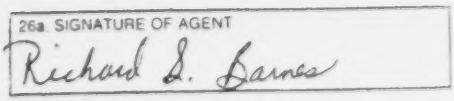
BLOCK 25.



The carrier to whom the shipment is tendered must complete this block. The GBL is legally in effect and the carrier assumes responsibility for the shipment on the date appearing in Block 25..

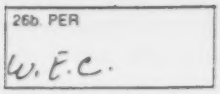
The applicable rate on any shipment is the one published and in effect on the date the shipment is accepted by the carrier. If the published rate changes while the shipment is en route, the date in Block 25. determines which rate applies.

BLOCK 26a.



The agent of the transportation company who receives the shipment should manually sign Block 26a..

BLOCK 26b.

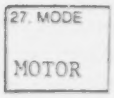


If the agent's name is signed by an authorized representative, the initials of the representative must appear in Block 26b. .

The signature of the carrier's agent constitutes the transfer of the shipment to the legal custody of the carrier and is important because it indicates the acceptance of the contract of carriage by the carrier. Care should be taken to ensure that carbon impressions of the signature are legible on all copies.

The printed GBL number in this section provides identification in the event the GBL number in the upper right corner is torn off or mutilated during preparation or subsequent handling.

BLOCK 27.

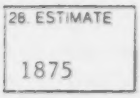


Enter the type of transportation used for the shipment (motor, rail, air) or identify any special type of conveyance used to transport the shipment (boxcar, flatbed trailer, etc.).

FOR DOD SHIPMENTS ONLY.

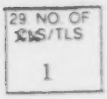
Use specific codes assigned for entry in these blocks. Codes are published in the DTMR.

BLOCK 28.



Enter the estimated transportation cost for the shipment, if required by the issuing agency.

BLOCK 29.



Carload shipment (CLS), trailer load shipment (TLS).

Enter the number of conveyances used. Cross out conveyance not used. (Disregard this block for less-than-truckload quantities.)

BLOCK 30.

Enter the type of rate used for the shipment (class, commodity, Section 10721, contract, or mileage). If space is insufficient use Block 15. , "Marks and Annotations," and insert a cross-reference in Block 30.

FOR DOD SHIPMENTS ONLY.

Use specific codes assigned for entry in these blocks. Codes are published in the DTMR.

BLOCK 31.

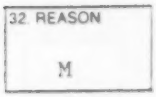
PROTECTIVE SERVICE CODE (PSC).

Shipments requiring transportation protective services during transit must show in Block 31. the appropriate protective service code (PSC) shown in the applicable Government freight tariff rules publications governing the shipment.

FOR DOD SHIPMENTS ONLY.

Use specific codes assigned for entry in these blocks. Codes are published in the DTMR.

BLOCK 32.

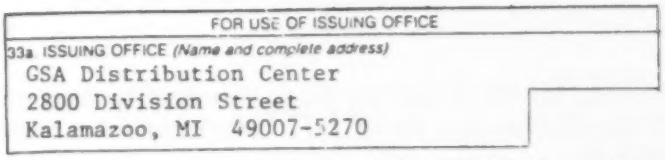


FOR DOD SHIPMENTS ONLY.

If a shipment cannot be sent via the lowest cost route, enter the appropriate reason code and the difference in cost in this block.

Specific codes assigned for entry in this block are published in the DTMR.

BLOCK 33a.


FOR USE OF ISSUING OFFICE
33a. ISSUING OFFICE (Name and complete address)
GSA Distribution Center
2800 Division Street
Kalamazoo, MI 49007-5270

Enter the complete name and mailing address of the GBL issuing office.

When continuation sheets are used, the full name and complete mailing address of the issuing office must be shown in the space provided.

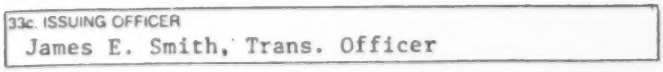
The issuing office is accountable for misuse, loss, or cancellation of a GBL. Therefore, the specific office issuing the GBL as well as the department or agency must be shown.

BLOCK 33b.

FOR DOD SHIPMENTS ONLY.

Enter the GBLOC assigned to the issuing activity.

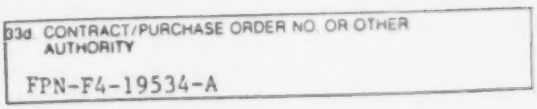
BLOCK 33c.



Enter the typed or stamped name and title of the issuing officer. A manual or facsimile signature of the issuing officer's name is not required in this block.

Only authorized personnel may issue GBL's. Regardless of whether the GBL is used by the issuing activity or by a contractor as shipper, only the name of the issuing officer or his authorized alternate is acceptable. Although the signature of the issuing officer is not required in this block, his typed name and title must appear on the original and all copies of the GBL set. Therefore, if a facsimile name and title stamp is used, each copy of the GBL set must be individually stamped.

BLOCK 33d.



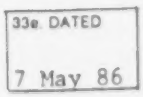
Enter the number of the procurement document, contract or purchase order number, or other authority for making the shipment.

When one GBL covers several lots of material with each lot under a different shipping authority, reference each shipping authority in connection with the description of the respective item or groups of items shown in Block 18. .

For household goods shipments (civilian agencies only), enter the travel authorization number.

When the bill of lading is to be used by a contractor as shipper, it is particularly important that the issuing officer furnish the contractor with the contract or purchase order number, or other authority for shipment, its date, and f.o.b. point. In the absence of such data on a bill of lading, the carrier may refuse to accept the shipment from a contractor as shipper.

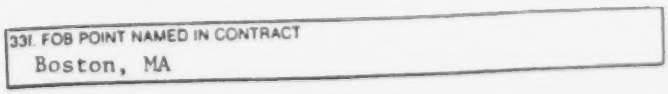
BLOCK 33e.



Enter the date of the contract, purchase order, or other authority.

For household goods shipments (civilian agencies only), enter the date the relocation travel authorization was signed.

BLOCK 33f.



Enter the f.o.b. point of shipment named in the procurement document.

BLOCKS 34a. thru 34g.

CERTIFICATE OF CARRIER BILLING—CONSIGNEE MUST NOT PAY ANY CHARGES	
34a. DELIVERED ON (Year, month & day) 89/4/26	34b. AT (Actual delivery point) Ft. Worth, TX
34c. BY (Name of delivering carrier) North South Trucking Co.	
34d. DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED ☐ SHORTAGE ☐ DAMAGED	
34e. ☐ CARRIER OS&D REPORT ATTACHED ☐ DELIVERY AT DESTINATION FURNISHED ☐ ACCESSORIAL SERVICES CERTIFICATION ATTACHED	34f. NAME OF BILLING CARRIER North South Trucking Co. NNSS
	34g. SIGNATURE OF CARRIER'S AGENT Cathy M. Sims

These blocks certify that the carrier has performed the services required by the GBL and must be completed by the delivering carrier before the Government pays the charges.

- The carrier indicates any over, short, or damaged freight (OS&D) in Block 34e. .
- The billing carrier must include his SCAC in Block 34f. and sign Block 34g. to receive payment.

TERMS AND CONDITIONS

The contractual terms and conditions between the carrier and the United States, parties to the GBL, are published in the Code of Federal Regulations (CFR). These provisions are incorporated by a reference which appears on the reverse side of the original GBL.

TERMS AND CONDITIONS

It is mutually agreed and understood between the United States and carriers, including forwarders, who are parties to this bill of lading that:

This bill of lading is governed by the regulations relating thereto as published in Title 41, Part 101–41 of the Code of Federal Regulations.

Except as provided in 41 CFR 101 or as otherwise stated hereon, this bill of lading is also subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefor by the carrier.

Prepayment of charges shall in no way be demanded nor shall carrier make any collection of charges at time of delivery.

INTEREST SHALL ACCRUE FROM THE VOUCHER PAYMENT DATE ON OVERCHARGES MADE HEREUNDER AND SHALL BE PAID AT THE SAME RATE IN EFFECT ON THAT DATE AS PUBLISHED BY THE SECRETARY OF THE TREASURY PURSUANT TO THE DEBT COLLECTION ACT OF 1982.

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS

The General Instructions and Administrative Directions provide procedures to be followed in the preparation of the bill of lading when the shipper finds it necessary to use GBL continuation sheets and/or when accessorial or special carrier services, such as exclusive use of vehicle, protective services, or reconsignment, are ordered. This block also provides information as to where billing instructions may be obtained.

Requests for accessorial or special services must be endorsed in "MARKS AND ANNOTATIONS," Block 15. on the face of the GBL if space is available; otherwise such requests may be placed on the reverse under "SPECIAL SERVICES ORDERED." If such an endorsement is impractical, the information may be furnished on a separate paper which shall be annotated with the prefix letter and number of the covering bill of lading, signed by or for the person who ordered the special carrier services, and attached to the bill of lading. In this case the GBL must be annotated "See separate sheet attached."

The carrier must also endorse the GBL to certify if any special services were provided.

Shortage, loss, or damage reports should not be made on the bill of lading but on shipment discrepancy forms, prescribed by the Government department or agency concerned with the shipment. Standard Form 361, Discrepancy in Shipment Report (short title "DISREP"), or Standard Form 363, Discrepancy in Shipment Confirmation (short title "DISCON"), must be used on shipments for and on behalf of DOD and

GSA. These forms are optional for use by other Government civilian agencies and departments.

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS

1. SF 1109 Continuation Sheet should be used and attached hereto when space under "Description of Articles" on the face of this bill of lading is inadequate.

2. Where accessorial or special services, such as exclusive use of a car or truck, expedited service, protective service, reconsignment, etc., are ordered incident to the line-haul transportation, the bill of lading shall be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special services ordered. The endorsement may be placed on the face hereof in the "Marks and Annotations," block 15, or in the space provided on this page for "Special Services Ordered," and shall be signed by or for the person who ordered the services. If such an endorsement is impractical, the same information may be set forth in a statement bearing the number of the covering bill of lading, which shall be signed by or for the person who ordered the services and, if possible, attached to the bill of lading. If the bill of lading is not available, the original and one copy of the statement shall be surrendered to the carrier from which the services were ordered, the original to be transmitted to the last line-haul carrier for presentation in connection with the bill for line-haul transportation charges. Where accessorial or special services are shown as ordered but were not furnished, the bill of lading shall be so annotated.

3. Shortage or damage reports shall be made on agency-designated forms, not on the bill of lading. Consignees shall observe the instructions on the reverse of the Consignee's Copy of the bill of lading.

4. Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations 101–41 (41 CFR) which may be purchased from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101–41.313–2.

5. American-flag carriers must be used for U.S. Government-financed carriage of personal property (household goods, personal effects, or privately owned vehicles) as prescribed by 46 USC 1241 and for U.S. Government-financed movement of freight as prescribed by 49 USC 1517. Statement by authorizing official justifying use of foreign-flag carrier must accompany appropriate voucher. See General Accounting Office standards in 4 CFR 52.2.

6. Contractor will return unused or canceled bills of lading to the Government office from which received.

IMPORTANT—Regulations require Original, Shipping Order, and Freight Waybill Original and Carrier's Copy to be surrendered to carrier after signature. Memorandum Copy SF 1103–B must be sent to consignee.

SPECIAL SERVICES ORDERED

This space may be used to indicate special carrier services ordered, additional description of articles shipped, or any other information pertaining to the shipment where insufficient space is available in the blocks on the face of the GBL. Information contained herein should be cross-referenced to the appropriate block on the GBL.

Government agencies charged with paying for transportation services and the GSA's postpayment audit activity must rely on what the carrier and the shipping or receiving offices have submitted on the bill of lading as the record upon which the carrier is to be paid. Therefore, all special services and services furnished which vary from those ordered on the shipping documents must be properly annotated on these documents.

SPECIAL SERVICES ORDERED

INSTRUCTIONS TO CONSIGNEE

- **The reverse of Standard Form 1103-B, GBL Memorandum Copy (consignee copy), which is blue in color, contains instructions to the consignee to be followed upon receipt of a shipment, including actions to be taken in cases of loss, damage, or other discrepancies. Strict adherence to these instructions is imperative as the consignee's signature on the carrier's delivery documents constitutes the final receipt of the shipment in its delivered condition.**

- **In case of discrepancies, the consignee must make certain the carrier's representative signs any loss or damage notations on the carrier's delivery documents.**

- **In addition to annotating and signing the carrier's delivery documents, the consignee must report discrepancies as soon as possible to Government paying offices or other designated offices on Government-prescribed forms, such as SF 361 (DISREP) or SF 363 (DISCON). Regulations of a particular agency, department, or bureau concerned with the shipment should be consulted for specific reporting requirements involving discrepant shipments.**

INSTRUCTIONS TO CONSIGNEE

1. The consignee, upon receipt of the shipment, shall sign the carrier's delivery receipt or freight bill, as well as the consignee's copy thereof which he shall retain as evidence of receipt. The consignee shall make certain that the Government bill of lading number is shown on the delivering carrier's documents and on the consignee's copy. If the number is not shown, the consignee shall write it on said documents. If the number is not known, the consignee shall receipt for the shipment and add the number to his copy when it becomes available.

2. If the consignee discovers an apparent loss or damage or other discrepancy in the quantity or condition of property while said property is in process of being unloaded from carrier's equipment, he shall note such loss, damage, or other discrepancy on the delivering carrier's documents and on the consignee's copy of those documents. Both the consignee and the carrier's driver or representative must sign the notations.

3. Should the consignee not discover the loss, damage, or discrepancy until after delivery of the shipment and receipt therefor, he shall, as soon as such loss, etc., is known, notify the nearest office of the last delivering carrier and extend privilege of examining the shipment. This information is to be conveyed by telephone if the office is located within the vicinity, with written confirmation, including the name and title of the contacted carrier representative, sent to the carrier and copy of the confirmation made a part of the official record.

4. The consignee shall forward an appropriate loss or damage report to the administrative office as soon as possible but no later than 30 days after receipt of the shipment or discovery of the loss or damage. In case of nondelivery of an entire shipment, the consignee shall file a written report of all the facts with the administrative office as soon as possible but no later than 30 days after date of anticipated delivery. In case of rejection of an entire shipment, the consignee shall immediately file a written report of all the facts with the administrative office responsible for payment of the charges.

5. The consignee shall make every effort to resolve overages or shortages within 10 working days after their detection. Upon detection of such overages or shortages, the consignee must notify the delivering carrier or its agent so that the carrier may investigate the matter. When overages or shortages are resolved after a loss and damage report has been filed, the consignee shall immediately notify the administrative office responsible for payment of the charges.

6. Where accessorial or special services are shown as ordered but have not been furnished, the consignee must immediately notify the administrative office responsible for payment of the charges.

IMPORTANT—Issuing office is to send this copy to consignee immediately after surrender of original to initial carrier.

U.S. GOVERNMENT BILL OF LADING

ORIGINAL — B/L NO. ▶ C-5685031

1. TRANSPORTATION COMPANY TENDERED TO: North South Trucking Co.
2. SCAC: NNSS
3. DATE B/L PREPARED: 14 April 89
4. ROUTE ORDER/RELEASE NUMBER: 3 RO 963
5. DESTINATION (Name, address and ZIP code): (913) 558-8100
General Services Admin.
2500 Western Ave. (Federal Building)
Fort Worth, TX 76179-2512
6. SPLC (Dest.):
7. SPLC (Orig.):
8. ORIGIN (Name, address and ZIP code):
General Services Admin. Dist Center
2800 Division Street
Kalamazoo, MI 49007-5270
9. CONSIGNEE (Name, address and ZIP code of installation):
GSA Bldg. Manager, Federal Bldg.-Rm. B-23
2500 Western Ave.
Fort Worth, Texas 76179-2512
10. GBLOC (Cons.):
11. SHIPPER (Name, address and ZIP code):
Paint Supply Office
GSA Dist. Center, 2800 Division St.
Kalamazoo, MI 49007-5270
12. APPROPRIATION CHARGEABLE: 0.117.7.39130.222
13. BILL CHARGES TO (Dept./agency, bureau/office making address and ZIP code):
General Services Admin., Finance Div. (6BT)
1500 E. Bannister Rd.
Kansas City, MO 64131-2898
AGENCY LOC CODE: 47-00-0016
14. VIA (Route shipment when advantageous to the Government):

15. MARKS AND ANNOTATIONS (If extra services are ordered, see Administrative Directions No. 2 on reverse):
M/F FB B23

Contact Mary Anderson (817) 334-3200 prior to delivery for delivery instructions.
Shipper to load and consignee to unload.

16. PACKAGES NO.	KIND	17. HM	18. DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description)	19. WEIGHT* (Pounds only)	FOR USE OF BILLING CARRIER ONLY: Services	Rate	Charges
			CLASSIFICATION ITEM NO. NMFC 149980				
20 CONTAINS 4000	PT BXS	X	PAINT FLAMABLE LIQUID, UN 1262	FREIGHT 40,000 PALLETS 2,000 TOTAL 42,000			
			This is to certify that the above-named materials are properly classified, described, packaged, marked, and labeled, and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation. John J. Fremont CERTIFYING OFFICIAL		TOTAL CHARGES		1,892 50

20. TARIFF/SPECIAL RATE AUTHORITY: NNSS 0107
21. PICKUP SERV FURNISHED [N] YES — VEHICLE FULL† LOADED [N] YES — SHIPPER'S INITIALS RJS
22. CARRIER WAY/FREIGHT BILL NO. AND DATE: 22605 — 4/14/89
23. STOP THIS SHIPMENT AT — FOR
24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS

INITIALS & NO.	SEAL NUMBERS	LENGTH/CUBE ORDERED	LENGTH/CUBE FURNISHED	MARKED CAPACITY ORDERED	MARKED CAPACITY FURNISHED	DATE FURNISHED
Tractor #288 Trailer #1102	234AB80-AB91 APPLIED BY GSA	45'	45'			89 APR 17 10:05 AM

25. CARRIER'S PICKUP DATE (Year, month, & day): 89/4/17
26a. SIGNATURE OF AGENT: Richard D. Barnes
26b. PER: W.E.C.
B/L NUMBER: C-5685031

27. MODE	28. ESTIMATE	29. NO. OF PKGS/TLS	30. TYPE RATE Sec.	31. PSC	32. REASON
MOTOR	1875	1	10721		

Received by the transportation company named above, subject to conditions named on the reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.

FOR USE OF ISSUING OFFICE

33a. ISSUING OFFICE (Name and complete address):
GSA Distribution Center
2800 Division Street
Kalamazoo, MI 49007-5270
33b. GBLOC:
33c. ISSUING OFFICER: James E. Smith, Trans. Officer
33d. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY: FPN-F4-19534-A
33e. DATED: 7 May 86
33f. FOB POINT NAMED IN CONTRACT:

CERTIFICATE OF CARRIER BILLING—CONSIGNEE MUST NOT PAY ANY CHARGES

34a. DELIVERED ON (Year, month & day): 89/4/26
34b. AT (Actual delivery point): Ft. Worth, Tx
34c. BY (Name of delivering carrier): North South Trucking Co.
34d. DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED ☐ SHORTAGE ☐ DAMAGED
34e. ☐ CARRIER OS&D REPORT ATTACHED ☐ DELIVERY AT DESTINATION FURNISHED ☐ ACCESSORIAL SERVICES CERTIFICATION ATTACHED
34f. NAME OF BILLING CARRIER: North South Trucking Co. NNSS
34g. SIGNATURE OF CARRIER'S AGENT: Cathy M. Sims

*Show also cubic measurements for shipments via air, truck or water carrier in cases where required.

NSN7540-00-656-1476 — 1103-121 — STANDARD FORM 1103 (Rev. 4-65) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.3

Figure 2-1. Example of a completed SF 1103

CHAPTER 3. THE U.S. GOVERNMENT BILL OF LADING--PRIVATELY OWNED PERSONAL PROPERTY (PPGBL)

PART 1. GENERAL

Description

The PPGBL is a 7-part set consisting of five basic forms. Corresponding continuation sheets are available, if needed. Each form measures 8 1/2 x 11 inches. The PPGBL set and the continuation set are carbon-interleaved for simultaneous preparation. The standard form number, form title, and color of each form are listed below in fig. 3.

Standard Form Number		Form Title	Color
Basic	Continuation		
1203	1109	U.S. Government Bill of Lading--Privately Owned Personal Property-- ORIGINAL	White
1204	1110	U.S. Government Bill of Lading--Privately Owned Personal Property-- SHIPPING ORDER	Pink
1203-A	1109-A	U.S. Government Bill of Lading--Privately Owned Personal Property-- MEMORANDUM COPY	Yellow
1205	1111	U.S. Government Freight Waybill--Privately Owned Personal Property-- ORIGINAL	White
1203-B	1109-B	U.S. Government Bill of Lading--Privately Owned Personal Property-- CONSIGNEE	Blue
1203-A	1109-A	U.S. Government Bill of Lading--Privately Owned Personal Property-- MEMORANDUM COPY	Yellow
1203-A	1109-A	U.S. Government Bill of Lading--Privately Owned Personal Property-- MEMORANDUM COPY	Yellow

Figure 3. U.S. Government Bill of Lading--Privately Owned Personal Property set

Distribution and use

The individual PPGBL forms which comprise a basic set are distributed as follows:

- SF 1203, the original PPGBL, contains the terms and conditions of the contract of transportation, the description of the articles comprising the shipment, and the certificate of delivery. It becomes supporting evidence for the voucher covering the transportation charges involved.

- SF 1204, the shipping order, is retained by the carrier's agent at the shipping point.

- SF 1203-A, memorandum copies (three each), are used by Federal agencies for administrative purposes. One copy is transmitted to the fiscal office of the agency responsible for paying the transportation charges (no copy is sent to USAFAC Indianapolis, IN). One copy is transmitted to the fiscal station(s) responsible for the appropriation(s) if different from the paying office. One copy should be retained as a record by the issuing office, i.e., the Government activity ordering the transportation of the shipment. The issuing office makes a certified true copy of its SF 1203-A available to the billing carrier as a replacement for lost or destroyed SF 1203 and SF 1205 if requested by the carrier (41 CFR 101-41.307-6 (see ch. 7)). Additional copies may be made by the issuing office for administrative purposes.

- SF 1205, the original freight waybill, accompanies a shipment or is otherwise conveyed to the destination in accordance with carrier instructions. If the original PPGBL is lost or destroyed, the SF 1205 must be used by the carrier as a substitute document for billing charges (41 CFR 101-41.307-1 (see ch. 7)).

- SF 1203-B, the memorandum copy-consignee (property owner), should be given to the property owner prior to delivery of the shipment. This contains instructions for the property owner to verify the correctness of accessorial or special services, document any apparent loss or damage, or other discrepancy in the weight, quantity or condition of the property, and detect any overages or shortages.

Carrier receipt of shipment and certification of delivery procedures

In all instances, the SF 1203, PPGBL-Original; SF 1204, PPGBL-Shipping Order; and SF 1205, PPGBL-Freight Waybill (Original) must be given to the origin line-haul carrier or carrier's agent at the time the shipment is tendered. He must sign and date the original PPGBL (Blocks 33b. and 33c.) thereby certifying that he has received the shipment and original bill of lading. On local or single line movements the carrier retains the original PPGBL until he can properly complete, from the carrier's delivery documents, the "Certificate of Carrier Billing for Charges" (Blocks 35a.-g.) located at the bottom of the original PPGBL. The completed PPBGL can then be presented for payment of transportation charges.

On interline or intermodal movements, the participating and delivering carriers should transmit the original PPGBL to the originating line-haul carrier who is the only carrier authorized to bill for the transportation charges (unless he assigns collection rights to a second party). The billing carrier is responsible for properly completing, from carrier

delivery documents, the "CERTIFICATE OF CARRIER BILLING FOR CHARGES" (Blocks 35a. - g.).

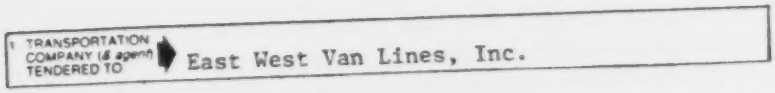
At the time of delivery, if there is any loss, damage and/or shortage it should be noted on the carrier's delivery documents. The carrier's receipt as well as the consignee's (property owner's) copy thereof, must be signed by the property owner and acknowledged by the signature of the carrier's agent.

Whenever the PPGBL is used by a contractor as shipper, one memorandum copy, certified by the carrier, will be retained by the contractor. Certified memorandum copies must be promptly forwarded by the contractor to the issuing office.

PART 2. PREPARING THE PPGBL

NOTE: Additional PPGBL instructions are published by the Department of Defense in DOD 4500.34-R, "Personal Property Traffic Management Regulation."

BLOCK 1.

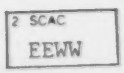


Enter the full business name of the initial line-haul carrier to which the shipment is tendered. The business name shall include the words "Company," "Incorporated," or "Limited," as appropriate. (These words may be abbreviated as Co., Inc., and Ltd.) No other company or carrier abbreviation, initial, or symbol may be used, as they may not be known to all interested parties.

If a different carrier actually picks up the shipment, the name of the carrier that actually picks up the shipment should be indicated in parentheses following the name of the origin line-haul carrier.

For DOD shipments, enter the name of the carrier's booking agent or the first agent on the letter of intent in parentheses after the business name of the initial line-haul carrier. For shipments tendered to carriers under GSA's Centralized Household Goods Program (civilian agencies only), enter the name of the company that is party to a GSA Tender of Service Agreement.

BLOCK 2.



Enter the origin line-haul carrier's four letter Standard Carrier Alpha Code (SCAC).

SCAC's are a means of carrier identification and must be included on PPGBL's. These codes are an integral part of the Government's transportation accounts management system. Vouchers accompanied by PPGBL's without SCAC's are returned unpaid to carriers until codes are provided.

SCAC's are filed with the Interstate Commerce Commission and are listed in the "Directory of Standard Multi-Modal Carrier and Traffic Agents Codes," published by the National Motor Freight Traffic Association, Inc..

Carriers may request assignment of a SCAC by writing to the National Motor Freight Traffic Association, Inc., 2200 Mill Road, Alexandria, VA 22314.

BLOCK 3.

FOR DOD AND U.S. COAST GUARD (USCG) SHIPMENTS ONLY.

Enter the appropriate code:

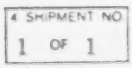
a. Through Government Bill of Lading (TGBL) Shipments. Enter the appropriate code of service, such as code "1," code "4," or code "J."

b. Direct Procurement Method (DPM) Shipments. Enter the applicable two-position DPM alpha code such as "HA," "BA," or "BG." DPM alpha codes are defined in DOD 4500.34-R, Appendix D.

c. Mobile Homes. Enter the code "S."

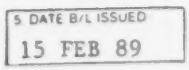
d. Privately Owned Vehicles (POV's). Enter the code "C."

BLOCK 4.



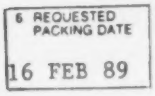
When more than one PPGBL is issued against an employee's travel orders, each PPGBL should be numbered in sequence (e.g., 1 of 3, 2 of 3, 3 of 3). When only one shipment is made, enter "1 of 1."

BLOCK 5.



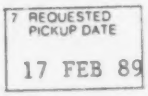
Enter the calendar date (day, month, and year) the first entry is made on the PPGBL.

BLOCK 6.



Enter the calendar date (day, month, and year) the carrier is to begin packing a personal property (household goods or unaccompanied baggage) shipment.

BLOCK 7.

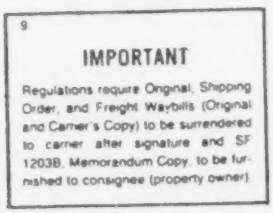


Enter the calendar date (day, month, and year) the carrier has agreed to pick up a shipment.

BLOCK 8.

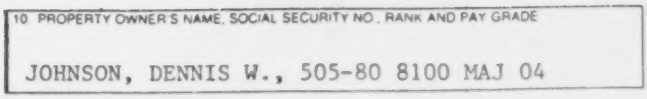
Enter the calendar date (day, month, and year) the shipment is required at the destination point shown in Block 18., "CONSIGNEE."

BLOCK 9.


9
IMPORTANT
Regulations require Original, Shipping Order, and Freight Waybills (Original and Carrier's Copy) to be surrendered to carrier after signature and SF 1203B, Memorandum Copy, to be furnished to consignee (property owner).

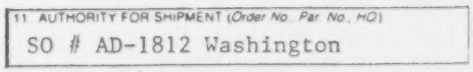
NO ENTRY REQUIRED

BLOCK 10.



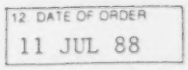
Enter the member's name (last, first, middle initial), SSN, rank, and pay grade. Also enter the member's status (PCS or TDY) and the unit and activity to which assigned. If appropriate, enter the member's status as retirement or separation.

BLOCK 11.



Enter the authority for shipment as shown on the member's orders (e.g., order number, paragraph number, and headquarters or other order issuing agency).

BLOCK 12.

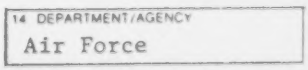


Enter the date the relocating employee's travel orders were issued.

BLOCK 13.

If required, enter the full address where an extra pickup or delivery is to take place. In the title of Block 13., cross out that service not requested.

BLOCK 14.



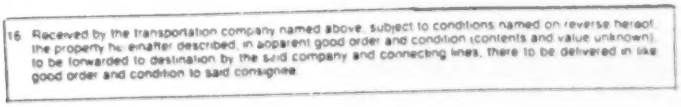
Enter the department or agency sponsoring the shipment. Abbreviations, codes, or symbols of the activity should only be used when absolutely necessary.

BLOCK 15.

Enter a transportation control number or other traffic identification number which has been assigned by the PPGBL issuing office. Disregard this block if a traffic control reference number is not used by the PPGBL issuing agency.

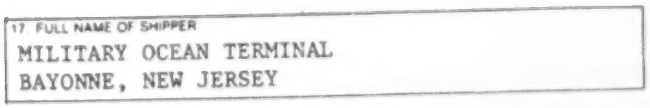
Civilian agencies should enter the order release number listed on GSA's Household Goods Cost Comparison sheet.

BLOCK 16.


16 Received by the transportation company named above, subject to conditions named on reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.

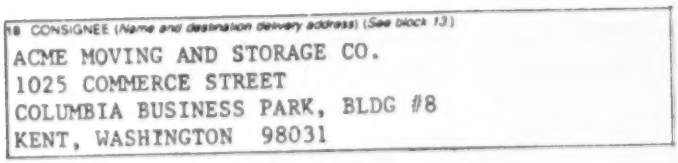
NO ENTRY REQUIRED

BLOCK 17.



Enter the full name of the installation, department, bureau service, or agency initiating the shipment. Abbreviations, codes, or symbols of the activity should only be used when absolutely necessary.

BLOCK 18.


18 CONSIGNEE (Name and destination delivery address) (See block 13)
ACME MOVING AND STORAGE CO.
1025 COMMERCE STREET
COLUMBIA BUSINESS PARK, BLDG #8
KENT, WASHINGTON 98031

Consignees should be indicated as follows:

Property owner. Enter the employee's name and destination delivery address, including street, city, county, state, or country (if destination is a foreign location), and ZIP code.

Employee's agent. Enter the full name of the employee's designated agent followed by the word "Agent" in parentheses, and the delivery address, including street, city, county, state, or country (if destination is a foreign location), and ZIP code.

Commercial long-term storage facility. Enter the full business name and address of the commercial storage contractor, including the street, city, state, and ZIP code (see Block 18. above).

Consolidated shipments. A separate PPGBL shall be issued for each Government employee's lot in a consolidated shipment. The individual PPGBL shall be cross-referenced by inserting the following statement in Block 27.:

"This is a consolidated shipment comprised of PPGBL numbers _____."

(List all other PPGBL numbers involved in the consolidated shipment.)

POV's. Enter the employee's name (last name, first name, and middle initial) or the full name of the employee's agent followed by the word "Agent" in parentheses, and the delivery address, including the street, city, county, state, and ZIP code, or, if destined to a port, the applicable ocean terminal, whichever applies.

For mobile homes. Enter the employee's name, or the full name of the employee's agent, followed by the word "Agent" in parentheses, and the delivery address to include the street, city, county, state, and ZIP code.

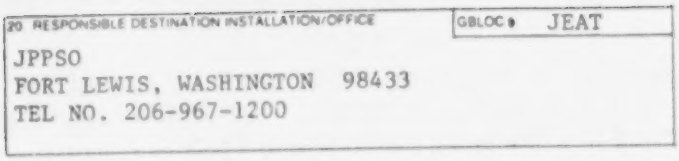
BLOCK 19.

19. FROM (Complete address of point of pickup) (See block 13)
MILITARY OCEAN TERMINAL BLDG #73 FOOT OF 32nd STREET BAYONNE, NEW JERSEY 07002-5301

Enter the exact location of the property to be shipped, including the street address, city, town, or metropolitan area, state, and ZIP code where the shipment is to be picked up.

For shipments from storage/contractor's facility, insert the name of the commercial or Government warehouse facility, including the street address, city, state (and country if shipment involves an origin or destination outside the United States), and ZIP code.

BLOCK 20.



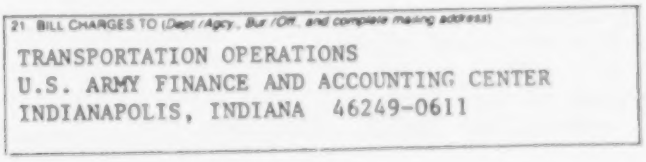
Enter the full name and complete address (including street address, city, town, or county, ZIP code, and commercial telephone number) of the department, activity, or person responsible for the property at destination.

If there are two or more cities or towns of the same name in the same state, the name of the county must be shown in addition to the city or town and state.

FOR DOD AND USCG SHIPMENTS ONLY.

In the small box inset in Block 20. , enter the GBL Office Code (GBLOC) which identifies the military installation, activity, or office that is the responsible destination Personal Property Shipping Office for the shipment. GBLOC's are listed in the DOD Personal Property Consignment Instruction Guide.

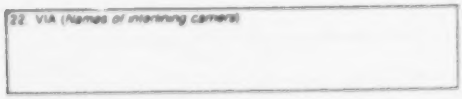
BLOCK 21.


21 BILL CHARGES TO (Dept./Agcy., Bur./Off., and complete mailing address)
TRANSPORTATION OPERATIONS
U.S. ARMY FINANCE AND ACCOUNTING CENTER
INDIANAPOLIS, INDIANA 46249-0611

Enter the complete name and correct mailing address, including the ZIP code of the office that will pay and/or authorize the transportation charges. Initials or abbreviations should only be used when absolutely necessary.

This information will enable carriers to submit bills to proper paying offices.

BLOCK 22.



As a general rule, this block should be left blank, unless it is in the Government's interest to specify connecting carriers.

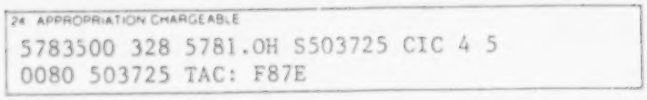
The origin carrier is obligated to forward shipments over the route which will provide the lowest published charges within the mode.

DOD shipments. See DOD 4500.34-R for additional instructions.

BLOCK 23.

The number should be transferred from the carrier's freight bill or waybill and entered in this block by the carrier prior to billing for charges. This information is useful to the shipper and consignee for tracing and claims purposes.

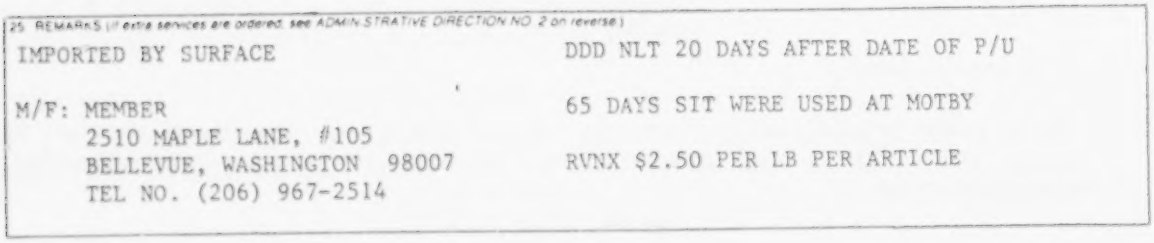
BLOCK 24.



Enter the complete Government appropriation number against which the cost of transportation is to be charged.

DOD shipments. See DOD 4500.34 - R for additional instructions.

BLOCK 25.


25 REMARKS (If extra services are ordered, see ADMINISTRATIVE DIRECTION NO. 2 on reverse.)
IMPORTED BY SURFACE
DDD NLT 20 DAYS AFTER DATE OF P/U
M/F: MEMBER
2510 MAPLE LANE, #105
BELLEVUE, WASHINGTON 98007
TEL NO. (206) 967-2514
65 DAYS SIT WERE USED AT MOTBY
RVNX $2.50 PER LB PER ARTICLE

This block is to be used for special instructions, contact person, phone numbers, special instructions for extra pickup and/or delivery, etc.. Also enter in this block the released value of the shipment and storage-in-transit authorization.

Storage-in-Transit (SIT)

For DOD PPGBL shipments, total SIT may not exceed 90 days unless otherwise authorized. If no SIT has been used, enter "SIT not to exceed 90 days is authorized." If SIT was used at origin, enter "SIT not to exceed_____days is authorized. _____ days SIT were used at origin." In the blanks, show the remainder of days authorized and the number of days used at origin.

Civilian agencies should enter the statement:

TEMPORARY STORAGE-IN-TRANSIT AUTHORIZED
AT _____.
(insert origin or destination point)

Civilian agencies may not wish to specify a period of time since such a date establishes the specific date on which the carrier's liability for the shipment terminates.

Household Goods Carrier Liability

For DOD agencies, see Personnel Property Traffic Management Regulation, DOD 4500.34-R. Civilian agencies see 41 CFR 101 - 40.206, and GSA's Agency Guide for Shipping Household Goods.

Examples of Special Instructions:

Exported/Imported Shipments

For shipments destined for overseas locations, insert "FOR EXPORT" in Block 25. . For shipments originating overseas and destined for the United States, insert "IMPORTED BY AIR" or "IMPORTED BY SURFACE" in Block 25. .

Mobile Homes

For mobile homes, enter:

"NECESSARY REPAIRS AND SERVICES ARE AUTHORIZED NOT TO EXCEED $150 TOTAL (TIRE AND/OR TUBE REPAIR OR REPLACEMENT ARE EXCLUDED) WITHOUT PRIOR APPROVAL"

BLOCK 26.

(see below)

- Household goods shipments. Enter "1 LOT."
- Mobile home shipments. Enter "1 EA."
- Privately Owned Vehicles. Enter "1 POV."

BLOCK 27.

26 PACKAGES		27 DESCRIPTION OF SHIPMENT* (Specify)
NO	KIND	
9	CC	DPM CRATED HOUSEHOLD GOODS & PERSONAL EFFECTS NMFC 999913 SUB 1 EST. WT. 14,421 LBS.

* Issued at lowest valuation cited in appropriate tender or tariff unless otherwise stated hereon

Household Goods and Personal Effects Shipments

Enter "HOUSEHOLD GOODS AND PERSONAL EFFECTS" with the estimated weight in pounds.

Mobile Homes

For mobile homes with personal effects, enter "MOBILE HOME WITH PERSONAL EFFECTS," along with the length, width, and height of the mobile home in feet and inches. If the mobile home expands, add the word, "EXPANDABLE," and specify the type (single, double, or triple room, one side or both sides).

In addition, insert the make, year, model, serial number, current license number, state, and year issued. If additional space is required, use Block 25., "Remarks," and insert an appropriate cross-reference in Block 27..

Unaccompanied Baggage

Enter "UNACCOMPANIED BAGGAGE," and the weight of the baggage being shipped.

Privately Owned Vehicle (POV's)

For POV's, enter the make, year, model, serial number, current license number, state and year issued and National Motor Freight Classification, if known.

Shipment Valuation

FOR DOD AND USCG SHIPMENTS ONLY.

The preprinted statement in Block 27. of the PPGBL shall be the only reference to the valuation of a shipment unless higher valuation is declared. When this occurs, one of the following statements shall be entered:

(1) For Through Government Bill of Lading Domestic Shipments, enter one of the following: "Shipment is released at a declared lump sum value of $ _____," or "Shipment is released at a valuation of_____times the net weight in pounds of the shipment," or "Shipment is released at full replacement protection of $3.50 x net weight in pounds of the shipment, or $21,000, whichever is greater."

(2) For Direct Procurement Method: "Released valuation not exceeding _____ per pound."

CIVILIAN AGENCIES. See GSA's Agency Guide for Shipping Household Goods.

BLOCK 28.

28 WEIGHT†
GROSS # 63,600
TARE # 49,000
NET # 14,600 as 15 M
† Incl. professional books, papers, and equipment weighing: N/A

NO ENTRY REQUIRED BY PPGBL ISSUING OFFICE *

The carrier must enter the gross, tare, and net weight in this column. Proof of weight must be included with billing.

The carrier should weigh professional books, papers, and equipment (PBP&E) separately and enter the weight in the bottom space of Block 28. .

* (If the carrier is unable to weigh PBP&E separately, the shipping activity should enter a constructive weight based on 40 pounds per cubic foot and enter the letter "C" after the weight.)

BLOCKS 29. and 30.

FOR USE OF DESTINATION CARRIER ONLY			
SERVICES	29 RATE	30 CHARGES	
LINE-HAUL TRANSPORTATION	4.10	6,150	00
PACKING/UNPACKING		1,106	69
OTHER ACCESSORIAL SERVICES			
TOTAL ▶		7,256	69

NO ENTRY REQUIRED BY PPGBL ISSUING OFFICE.

The carrier must complete these blocks for billing purposes.

BLOCK 31.

31 TARIFF OR SPECIAL RATE AUTHORITIES
EEWW 2045

Enter the tariff/tender or special rate authority. For One-Time Only (OTO) shipments, insert the words "One-Time Only," the carrier's rate tender number, and the OTO rate.

For civilian agencies shipping household goods, enter the rate tender number for the carrier selected from the GSA Household Goods Cost Comparison.

BLOCK 32a.

FOR USE OF ISSUING OFFICE	32a ISSUING OFFICER (Name and title)
	J. W. SMITH, LCDR, SC USN CHIEF, TMD

Enter the typed or stamped name and title of the issuing officer. A manual or facsimile signature of the issuing officer's name is not required in this block.

Only authorized personnel may issue PPGBL's. Although the signature of the issuing officer is not required in this block, his typed name and title must appear on the original and all copies of the PPGBL set. Therefore, if a facsimile name and title stamp is used, each copy of the PPGBL set must be individually stamped.

BLOCK 32b.

32b ISSUING OFFICE (Name and complete address)	GBLOC ▸ AOAH
MILITARY OCEAN TERMINAL FOOT OF 32nd ST. BAYONNE, NJ 07002-5301	

Enter the complete name and mailing address of the PPGBL issuing office.

When continuation sheets (SF 1109) are used, the full name and complete mailing address of the issuing office must be shown in the space provided.

The issuing office is accountable for misuse, loss, or cancellation of a PPGBL. Therefore, the specific office issuing the PPGBL as well as the department or agency must be shown.

DOD activities should also enter the GBLOC for the PPGBL issuing office.

BLOCKS 33a. thru 33d.

33a NAME OF TRANSPORTATION COMPANY	33b DATE OF RECEIPT OF SHIPMENT
EAST WEST VAN LINES	2/17/89
33c SIGNATURE OF AGENT/DRIVER George L. Jones	33d REP. G. J. A.

Enter the full name of the carrier shown in Block 1. .

The carrier/agent or driver of the transportation company who receives the shipment must sign Block 33c., and enter the date in Block 33b. .

If the agent's name is signed by the agent's authorized representative, the initials of the representative must appear in Block 33d. .

The signature of the carrier's agent constitutes the transfer of the shipment to the legal custody of the carrier, and is important because it indicates the acceptance of the contract of carriage by the carrier. Care should be taken to ensure that carbon impressions of the signature are legible on all copies.

BLOCK 34.

34 FOR USE OF PAYING OFFICER (Does not affect carrier charges)					
	UNAUTHORIZED ITEMS		EXCESS DISTANCE		Other (Explain under remarks)
	EXCESS VALUATION		EXCESS WEIGHT		

Check the applicable block to identify the reason for any excess cost involved in the shipment. Block 25., "REMARKS," shall be used to fully explain the reason for the excess cost.

BLOCKS 35a. thru 35g.

CERTIFICATE OF CARRIER BILLING FOR CHARGES—CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT		
35a ON (Date) 3/9/89	35b AT (Actual delivery point) James W. Smith	35c THE (Name of delivering carrier) ACME MOVING AND STORAGE CO.
35d DELIVERED THIS CONSIGNMENT TO ➧ ☐ STORAGE IN TRANSIT · ☒ RESIDENCE	35e COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREAFTER ➧ ☐ SHORTAGE ☐ DAMAGE ☐ CARRIER OS&D REPORT ATTACHED	
35f NAME OF DESTINATION CARRIER (Carrier authorized to bill charges) EAST WEST VAN LINES, INC.	35g SIGNATURE OF CARRIER'S AUTHORIZED AGENT Betty L. Johnson	

These blocks certify that the carrier has performed the services required by the GBL and must be completed by the delivering carrier before the Government pays the charges.

The originating line-haul carrier may, at his option, prepare a certificate designating a warehouse agent of the line-haul carrier to receive payments in the name of the line-haul carrier for SIT and delivery-out charges (and other applicable related charges) authorized by the PPBGL to which the certificate pertains (GAO Policy and Procedures Manual for Guidance of Federal Agencies, paragraph 30075.20).

TERMS AND CONDITIONS

The contractual terms and conditions between the carrier and the United States, parties to the PPGBL, are published in the Code of Federal Regulations (CFR). These provisions are incorporated by a reference which appears on the reverse of the original PPGBL.

TERMS AND CONDITIONS. It is mutually agreed and understood between the United States and carriers,[1] including forwarders, who are parties to this bill of lading that:

This bill of lading is governed by the regulations relating thereto as published in Title 41, Part 101–41, of the Code of Federal Regulations

Except as provided in 41 CFR 101 or as otherwise stated hereon, this bill of lading is also subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefor by the carrier.

All parties to this bill of lading (carriers, agents, freight forwarders, and others), recognizing that this shipment is made under the auspices of the United States Government, agree to forgo any liens that may arise from any cause whatsoever and not to detain or impound this shipment for any reason.

Carrier shall in no way demand prepayment of charges nor make any collection of charges at time of delivery.

Interest shall accrue from the voucher payment date on overcharges made hereunder and shall be paid at the same rate in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1982.

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS

The General Instructions and Administrative Directions provide procedures to be followed in the preparation of the bill of lading when the shipper finds it necessary to use PPGBL continuation sheets and/or when accessorial or special carrier services are ordered. This block also provides information as to where billing instructions may be obtained.

Requests for accessorial or special services must be endorsed in the "DESCRIPTION OF ARTICLES" or "MARKS" blocks on the face of the PPGBL if space is available; otherwise such requests may be placed on the reverse under "SPECIAL SERVICES ORDERED."

If such an endorsement is impractical, the information may be furnished on a separate paper which shall be annotated with the prefix letter and number of the covering bill of lading, signed by or for the person who ordered the special carrier services, and attached to the bill of lading. In this case the PPGBL must be annotated "See separate sheet attached." The carrier must also endorse the PPGBL to certify any special services provided.

Shortage, loss, or damage reports should not be made on the bill of lading but on shipment discrepancy forms, prescribed by the Government department or agency concerned with the shipment. Standard Form 361, Discrepancy in Shipment Report (short title "DISREP"), or Standard Form 363, Discrepancy in Shipment Confirmation (short title "DISCON"), must be used on shipments for and on behalf of GSA. These forms are optional for use by other Government civilian agencies and departments. For DOD and USCG shipments, loss and damage must be annotated on both the carrier's descriptive inventory form and on DD Form 1840 (Joint Statement of Loss or Damage at Delivery).

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS.

1. Continuation sheets of the prescribed form should be used and attached hereto when space under "Description of Shipment" on the face of this bill of lading is inadequate.

2. Where accessorial or special services, such as exclusive use of a car or truck, expedited service, protective service, reconsignment, etc., are ordered incident to the line-haul transportation, the bill of lading shall be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special services ordered. The endorsement may be placed on the face hereof under the "Description of Shipment" or under the "Remarks" if space is available, or in the space provided on this page for "Special Services Ordered" and shall be signed by or for the person who ordered the services. If such an endorsement is impractical, the same information may be set forth in a statement bearing the number of the covering bill of lading, which shall be signed by or for the person who ordered the services and, if possible, attached to the bill of lading. If the bill of lading is not available, the original and one copy of the statement shall be surrendered to the carrier from which the services were ordered, the original to be transmitted to the last line-haul carrier for presentation in connection with the bill for line-haul transportation charges. Where accessorial or special services are shown as ordered but were not furnished, the bill of lading shall be so annotated.

3. Shortage or damage reports shall be made on agency-designated forms, not on the bill of lading. Consignees shall observe the instructions on the reverse of the Consignee's Copy of the bill of lading.

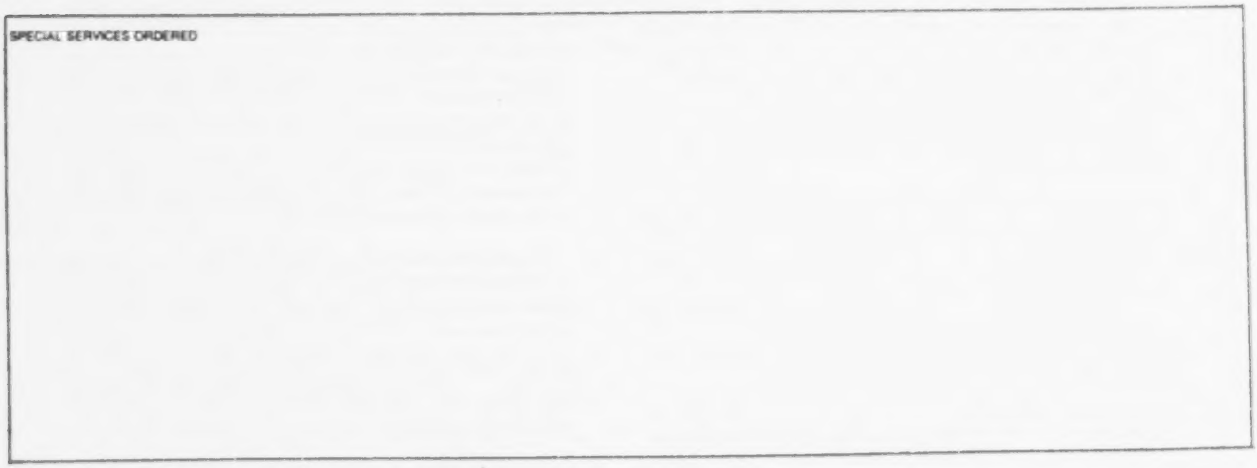
4. Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations 101-41 (41 CFR) which may be purchased from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101-41.313-2.

5. American-flag carriers must be used for U.S. Government-financed carriage of personal property (household goods, personal effects, or privately owned vehicles) as prescribed by 46 USC 1241 and for U.S. Government-financed movement of freight as prescribed by 49 USC 1517. Statement by authorizing official justifying use of foreign-flag carrier must accompany appropriate voucher. The air carrier or air freight forwarder must submit with each bill involving the use of a foreign-flag carrier, in whole or in part, a copy of the air waybill, manifest or other documentation showing the underlying air carriers used with justification statement for use of the foreign-flag carrier. See General Accounting Office standards in 4 CFR 52.2.

SPECIAL SERVICES ORDERED

This space may be used to indicate special carrier services ordered, additional description of articles shipped, or any other information pertaining to the shipment where insufficient space is available in the blocks on the face of the PPGBL. Information contained herein should be cross-referenced to the appropriate block on the PPGBL.

Government agencies charged with paying for transportation services and GSA's postpayment audit activity must rely on what the carrier and the shipping or receiving offices have submitted on the bill of lading as the record upon which the carrier is to be paid. Therefore, all special services and services furnished which vary from those ordered on the shipping documents must be properly annotated on these documents.



INSTRUCTIONS TO CONSIGNEE (PROPERTY OWNER)

- The reverse of Standard Form 1203-B, PPGBL-Memorandum Copy (consignee copy), which is blue in color, contains instructions to the consignee to be followed upon receipt of a shipment, including actions to be taken in cases of loss, damage, or other discrepancies. Strict adherence to these instructions is imperative as the consignee's signature on the carrier's delivery documents constitutes the final receipt of the shipment in its delivered condition.

- In case of discrepancies, the consignee must make certain the carrier's representative signs any loss or damage notations on the carrier's delivery documents.

- **In addition to annotating and signing the carrier's delivery documents, the consignee must report discrepancies as soon as possible to Government paying offices or other designated offices on Government-prescribed forms, such as SF 361 (DISREP), SF 363 (DISCON), or DD Form 1840. Regulations of a particular agency, department, or bureau concerned with the shipment should be consulted for specific reporting requirements involving discrepant shipments.**

INSTRUCTIONS TO CONSIGNEE (PROPERTY OWNER)

1. Upon receipt of shipment and completion of destination services, the consignee (property owner) or his designated agent shall sign the carrier's delivery receipt or freight bill and statement of accessorial or special services, as applicable, as well as the consignee's copies thereof. The consignee shall retain his copies as evidence of receipt. The consignee shall ensure that the Government bill of lading number is shown on the delivering carrier's documents and on the consignee's copy. If the number is not shown, the consignee shall write it on said documents. If the number is not known, the consignee shall receipt for the shipment and add the number to his copy when it becomes available.

2. If the consignee discovers an apparent loss or damage or other discrepancy in the quantity or condition of property while said property is in process of being unloaded from carrier's equipment, he shall note such loss, damage, or other discrepancy on the delivering carrier's documents and on the consignee's copy of those documents. Both the consignee and the carrier's driver or representative must sign the notations.

3. Should the consignee not discover the loss, damage, or discrepancy until after delivery of the shipment and receipt therefor, he shall, as soon as such loss, etc., is known, notify the nearest office of the last delivering carrier and extend privilege of examining the shipment. This information is to be conveyed by telephone if the office is located within the vicinity, with written confirmation, including the name and title of the contacted carrier representative, sent to the carrier and copy of the confirmation made a part of the official record.

4. The consignee shall forward an appropriate loss or damage report to the administrative office as soon as possible but no later than 30 days after receipt of the shipment or discovery of the loss or damage. In case of nondelivery of an entire shipment, the consignee shall file a written report of all the facts with the administrative office as soon as possible but no later than 30 days after date of anticipated delivery. In case of rejection of an entire shipment, the consignee shall *immediately* file a written report of all the facts with the administrative office.

5. The consignee shall make every effort to resolve overages or shortages within 10 working days after their detection. Upon detection of such overages or shortages, the consignee must notify the delivering carrier or its agent so that the carrier may investigate the matter. When overages or shortages are resolved after a loss and damage report has been filed, the consignee shall immediately notify the administrative office.

6. Where accessorial or special services are shown as ordered but have not been furnished, the consignee must immediately notify the administrative office responsible for payment of the charges.

U.S. GOVERNMENT BILL OF LADING — PRIVATELY OWNED PERSONAL PROPERTY

ORIGINAL B/L NO. DP-340,192

1 TRANSPORTATION COMPANY (& agent) TENDERED TO: East West Van Lines, Inc.

2 SCAC	3 SERVICE CODE	4 SHIPMENT NO	5 DATE B/L ISSUED
EEWW	HA	1 OF 1	15 FEB 89

6 REQUESTED PACKING DATE	7 REQUESTED PICKUP DATE	8 REQUIRED DELIVERY DATE
	17 FEB 89	9 MAR 89

9 **IMPORTANT**
Regulations require Original Shipping Order and Freight Waybills (Original and Carrier's Copy) to be surrendered to carrier after signature and SF 1203B Memorandum Copy to be furnished to consignee (property owner)

10 PROPERTY OWNER'S NAME, SOCIAL SECURITY NO, RANK AND PAY GRADE: JOHNSON, DENNIS W., 505-80 8100 MAJ 04

13 EXTRA PICKUP/DELIVERY (Complete address):

11 AUTHORITY FOR SHIPMENT (Order No, Par No, etc): SO # AD-1812 Washington

12 DATE OF ORDER: 11 JUL 88

14 DEPARTMENT/AGENCY: Air Force

15 TRANSPORTATION CONTROL NO: F81745 1352 8707 HXX

19 Received by the transportation company named above, subject to conditions named on reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines. There to be delivered in like good order and condition to said consignee.

17 FULL NAME OF SHIPPER:
MILITARY OCEAN TERMINAL
BAYONNE, NEW JERSEY

18 CONSIGNEE (Name and destination delivery address) (See block 13):
ACME MOVING AND STORAGE CO.
1025 COMMERCE STREET
COLUMBIA BUSINESS PARK, BLDG #8
KENT, WASHINGTON 98031

19 FROM (Complete address of point of pickup) (See block 13):
MILITARY OCEAN TERMINAL
BLDG #73
FOOT OF 32nd STREET
BAYONNE, NEW JERSEY 07002-5301

20 RESPONSIBLE DESTINATION INSTALLATION/OFFICE: JPPSO
FORT LEWIS, WASHINGTON 98433
TEL NO. 206-967-1200
GBLOC: JEAT

21 BILL CHARGES TO (Dept/Agcy, Bur/Off, and complete mailing address):
TRANSPORTATION OPERATIONS
U.S. ARMY FINANCE AND ACCOUNTING CENTER
INDIANAPOLIS, INDIANA 46249-0611

22 VIA (Names of intermediate carriers):

23 FOR CARRIER USE ONLY—WAYBILL/FREIGHT BILL NO: 6743

24 APPROPRIATION CHARGEABLE: 5783500 328 5781.OH S503725 CIC 4 5
0080 503725 TAC: F87E

25 REMARKS (If extra services are ordered, see ADMINISTRATIVE DIRECTION NO. 2 on reverse):
IMPORTED BY SURFACE
DDD NLT 20 DAYS AFTER DATE OF P/U

M/F: MEMBER
2510 MAPLE LANE, #105
BELLEVUE, WASHINGTON 98007
TEL NO. (206) 967-2514

65 DAYS SIT WERE USED AT MOTBY

RVNX $2.50 PER LB PER ARTICLE

26 PACKAGES NO	26 PACKAGES KIND	27 DESCRIPTION OF SHIPMENT* (Specify)	28 WEIGHT†	FOR USE OF DESTINATION CARRIER ONLY: SERVICES	29 RATE	30 CHARGES
9	CC	DPM CRATED HOUSEHOLD GOODS & PERSONAL EFFECTS	GROSS 63,600	LINE HAUL TRANSPORTATION	4.10	6,150 00
			TARE 49,000	PACKING/UNPACKING		1,106 69
		NMFC 999913 SUB 1	NET 14,600 as 15 M	OTHER ACCESSORIAL SERVICES		
		EST. WT. 14,421 LBS.	† Incl professional books, papers, and equipment weighing		TOTAL	7,256 69
			N/A	31 TARIFF OR SPECIAL RATE AUTHORITIES: EEWW 2045		

* Subject to lowest valuation cited in appropriate tender or tariff unless otherwise stated hereon

B/L NO. DP-340,192

CERTIFICATE FOR RECEIPT OF SHIPMENT AND ORIGINAL BILL OF LADING

33a NAME OF TRANSPORTATION COMPANY: EAST WEST VAN LINES

33b DATE OF RECEIPT OF SHIPMENT: 2/17/89

33c SIGNATURE OF AGENT/DRIVER: George L. Jones

33d PER: E. J. A.

FOR USE OF ISSUING OFFICE

32a ISSUING OFFICER (Name and title): J. W. SMITH, LCDR, SC USN CHIEF, TMD

32b ISSUING OFFICE (Name and complete address): MILITARY OCEAN TERMINAL
FOOT OF 32nd ST. BAYONNE, NJ 07002-5301

GBLOC: AOAH

34 FOR USE OF PAYING OFFICER (Does not affect carrier charges):

UNAUTHORIZED ITEMS	EXCESS DISTANCE	Other (Explain under remarks)
EXCESS VALUATION	EXCESS WEIGHT	

CERTIFICATE OF CARRIER BILLING FOR CHARGES—CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT

35a ON (Date): 3/9/89

35b AT (Actual delivery point): James W. Smith

35c THE (Name of delivering carrier): ACME MOVING AND STORAGE CO.

35d DELIVERED THIS CONSIGNMENT TO: ☐ STORAGE IN TRANSIT ☒ RESIDENCE

35e COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREAFTER ☐ SHORTAGE ☐ DAMAGE ☐ CARRIER OS&D REPORT ATTACHED

35f NAME OF DESTINATION CARRIER (Carrier authorized to bill charges): EAST WEST VAN LINES, INC.

35g SIGNATURE OF CARRIER'S AUTHORIZED AGENT: Betty L Johnson

(Carrier to execute and attach Certificate of Storage and Liability for shipment placed in storage in transit)

NSN 7540-01-096-8489

1203-108

STANDARD FORM 1203 (7-87)
PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.3

Figure 3-1. Example of a completed Standard Form 1203

CHAPTER 4. EXCLUSIVE USE OF VEHICLE

When shipments are made by motor carriers, the carrier has access to his equipment during transit, except when seals are applied and the shipper requests exclusive use of carrier equipment. When the shipper requests exclusive use for purposes of cargo security or for other reasons, all copies of the GBL should be annotated in Block 15., "MARKS AND ANNOTATIONS," with the following:

"EXCLUSIVE USE OF VEHICLE REQUESTED BY THE GOVERNMENT"

_____ _____
(Signature of individual ordering service) (Date)

Also, the seal numbers should be recorded on the GBL in the space provided in Block 24. . In addition, the shipper must place the following notation on the reverse of the GBL to be completed, signed, and dated by the delivering carrier:

I certify that exclusive use of vehicle was ordered and furnished from _____
(origin)

to _____ by _____ _____, _____ .
(destination) (carriers in routing) (carriers' agent) (date)

This certification is acceptable support for the payment of higher transportation charges, if any. Similarly, if the carrier does not provide such service, the consignee's copy of the GBL (SF 1103-B) and the delivering carrier's documents will be so annotated. All notations must be signed by the consignee and the carrier's agent.

WARNING: "EXCLUSIVE USE OF VEHICLE" DOES NOT GUARANTEE EXPEDITED SERVICE. CARRIERS CHARGE PREMIUM RATES FOR EXCLUSIVE USE OF VEHICLES, AND THIS SERVICE SHOULD ONLY BE USED WHEN ESSENTIAL TO THE NEEDS OF THE GOVERNMENT.

CHAPTER 5. RECONSIGNMENT AND DIVERSION

Reconsignment and diversion are carrier terms used interchangeably to denote the following changes concerning a shipment after it has been tendered to the origin carrier and before it has been released from the custody of the delivering carrier:

- A change in the name of the consignor (shipper).
- A change in the name of the consignee (receiver).
- A change in the destination.
- A change in the route when requested by the consignor, consignee, or owner of the shipment.
- Other instructions to the carrier that require additional movement of the conveyance.

A shipment may be reconsigned or diverted if permitted in the carrier's tariff or tender:

- While the shipment is in transit.
- After the shipment has arrived at the destination but is still in the possession of the carrier.

Initial instructions directing the reconsignment or diversion may be provided to the representative of the carrier by telephone or telegram followed by a written confirmation. The original and one copy of such written reconsignment or diversion notice, properly signed by the person ordering the service and bearing a cross-reference to the GBL, shall be surrendered to the carrier from which the services were ordered. That carrier will transmit the original of the notice to the last line-haul carrier where it will be combined with the original GBL for presentation in connection with the bill for line-haul transportation charges.

CHAPTER 6. ALTERING OR CORRECTING BILLS OF LADING

SF 1200, Government Bill of Lading Correction Notice (fig. 4.), is used to alter or correct the GBL and the PPGBL. It is a single sheet form, and the number of copies to be prepared and distributed is a matter for each Federal agency to establish. Recipients of a correction notice will alter or correct the GBL as indicated on the notice and attach the form to the GBL. Preparation of SF 1200 is not required when alterations or corrections are made prior to the distribution of the GBL.

(See Fig. 4 next page.)

GOVERNMENT BILL OF LADING CORRECTION NOTICE

DATE NOTICE PREPARED

1. GBL NUMBER

2. DATE GBL WAS ISSUED

3. TOTAL WEIGHT SHOWN ON GBL

4. ORIGIN *(As shown in "Origin" block on GBL.)*

5. DESTINATION *(As shown in "Destination" block on GBL.)*

6. ROUTE *(Complete routing shown on GBL.)*

7. ISSUING OFFICE *(As shown on GBL under "For Use of Issuing Office.")*

8. TO: *(Name and address of carrier/activity to which directed, including ZIP Code.)*

9. *Complete Items 9a, b, and c only when correction is made after transportation charges have been paid.*

a. D.O. VOUCHER NUMBER

b. D.O. VOUCHER DATE

c. D.O. SYMBOL

10. FROM: *(Full name and address of the activity initiating the notice, including ZIP Code.)*

11. BILL OF LADING NOW READS *(Show the information as it reads prior to correction.)*

12. CORRECT BILL OF LADING TO READ *(Show how the corrected information should read.)*

13. AUTHORITY FOR CORRECTION *(Tariff and item numbers, classification and item number, or other authority for making the change.)*

14. REMARKS *(Pertinent information not otherwise provided on the form. If more space is required, use reverse side of this form.)*

15. INFORMATION COPY TO *(Name and address, including ZIP Code.)*

16. SIGNATURE AND TITLE OF INITIATING OFFICIAL

17. CARRIER REPRESENTATIVE'S SIGNATURE *(Require when notice is initiated by shipper and transportation charges are affected.)*

NSN 7540-01-140-8824

1200-101

STANDARD FORM 1200 (8-82)
Prescribed by GSA, FPMR (41 CFR) 101-41.3

Figure 4. SF 1200, Government Bill of Lading Correction Notice

CHAPTER 7. SUBSTITUTE DOCUMENTATION IN LIEU OF LOST GOVERNMENT BILL OF LADING

At the time the shipment is tendered, the initial carrier will be given the completed original GBL (SF 1103 or SF 1203), the Shipping Order (SF 1104 or SF 1204), the Freight Waybill-Original (SF 1105 or SF 1205), and the Freight Waybill-Carrier's Copy (SF 1106). The carrier(s) involved in the routing is responsible for custody of these documents during the entire shipping cycle.

Billing When GBL's/PPGBL's Are Lost or Destroyed

The original GBL is the primary shipping document which the carrier uses to bill the Government for transportation services rendered. However, if after delivery, the original GBL cannot be located by the billing carrier and it is evident that the original GBL has been lost or destroyed, the carrier must use the Freight Waybill-Original (SF 1105 or SF 1205), properly certified by the carrier as a substitute document, when submitting public vouchers to the appropriate Government paying office (see public voucher discussed in ch. 9).

The destination line-haul carrier who is authorized to bill for charges must enter on the reverse side a properly executed certificate of delivery showing all information required in the "CERTIFICATE OF CARRIER BILLING FOR CHARGES" on the face of the GBL or PPGBL.

If the Freight Waybill-Original (SF 1105 or SF 1205) is also lost, the carrier should request and be furnished a certified true copy of the issuing office's Memorandum Copy (SF 1103-A or SF 1203-A) of the U.S. Government Bill of Lading. In this case, the issuing office will use the following certification:

> "I certify this is a true copy of the Memorandum Copy (SF 1103-A) in my possession and the services hereon were requested."
>
> _____ _____ or,
> (Signature of Issuing office) (Date)
>
> "I certify this is a true copy of the Memorandum Copy (SF 1203-A) in my possession and the services hereon were requested."
>
> _____ _____
> (Signature of Issuing office) (Date)

The certified copy will then be forwarded to the carrier for certification of delivery and billing in the same manner as that for the Freight Waybill-Original substitution.

The issuing office must maintain a record of all certifications that have been placed on certified true copies of memorandum copies in a bill of lading accountability record. Also,

the issuing office must promptly notify the Government paying office to prevent duplicate payment to the carrier.

Processing Lost GBL's/PPGBL's Which Are Recovered

If the lost original GBL or PPGBL is located by either the carrier or the Government before settlement is made on the Freight Waybill-Original, the original GBL or PPGBL should be used for payment and the Freight Waybill-Original should be marked with the notation:

"CANCELED - ORIGINAL BILL OF LADING LOCATED"

The canceled Freight Waybill-Original should then be returned to the issuing office for correction of its GBL/PPGBL accounting records and for notification to the payment office concerned that payment shall be made on the original GBL.

If the lost original GBL/PPGBL is located after settlement is made on the Freight Waybill-Original, the original GBL/PPGBL should be forwarded to the Government paying office indicated on the front of the GBL/PPGBL where it should be marked "canceled," properly annotated with the disbursing office (D.O.) Voucher Number, or SF 1166-OCR Voucher and Schedule of Payments "T" Number (Schedule No.) (or the GSA certificate of settlement number), and payment date of the Freight Waybill-Original settlement voucher, and forwarded to the General Services Administration (FWAAC), 18th and F Streets, NW., Washington, DC 20405.

If a certified memorandum copy (SF 1103-A or SF 1203-A) was substituted for a lost Freight Waybill-Original, and the Freight Waybill-Original or GBL is recovered, the above procedure, modified as necessary, should be followed.

CHAPTER 8. CONVERTING COMMERCIAL BILLS OF LADING OR COMMERCIAL EXPRESS RECEIPTS TO U.S. GOVERNMENT BILLS OF LADING

AND

PROCEDURES FOR HANDLING LOST COMMERCIAL BILLS OF LADING

Conversion of Commercial Bills of Lading or Commercial Express Receipts to U.S. Government Bills of Lading

Every effort should be made to avoid shipping Government property on commercial bills of lading or commercial express receipts, except for small shipments for which commercial forms and procedures are used as authorized in 41 CFR 101-41.304-2, or those shipments specifically provided for by law. Payment of transportation charges to commercial carriers ordinarily will not be made by the Government on commercial documents alone.

When, however, unusual circumstances require the use of commercial documents, the following notation must be placed conspicuously on the original and all copies of the commercial document:

TO BE CONVERTED TO A GOVERNMENT BILL OF LADING

When shipments are made on commercial documents, depending on the disposition of the original commercial document at the time of shipment, one of two document distribution procedures is to be followed by the shipper and the Government office that authorized the shipment, as follows:

If the original commercial bill of lading or express receipt was not given to the origin carrier, the shipper should obtain the signature of the origin carrier's agent on the original and all copies of the commercial document and immediately forward the original to the Government office that authorized the shipment.

- The Government office authorizing the shipment should prepare or cause to be prepared a GBL covering the shipment involved, securely attach the GBL to the commercial document, and cross-reference the two documents.

- That office should forward both documents to the origin carrier who will in turn forward them to the destination line-haul carrier for billing upon delivery of the shipment. (See NOTE on pg. 68.)

The origin carrier's agent requires the original commercial document at the time of shipment.

- The carrier must place and sign the following certificate on the original and all copies of the commercial document:

  INITIAL CARRIER'S AGENT, BY SIGNATURE BELOW, CERTIFIES THAT HE RECEIVED THE ORIGINAL OF THIS DOCUMENT

  _____ _____ _____
  (Carrier) (Carrier's agent/driver) (Date)

- The shipper should forward a certified memorandum copy of the commercial document to the Government office that authorized the shipment.
- The Government office that authorized the shipment should prepare or cause to be prepared a GBL covering the shipment involved.
- That office should retain the memorandum copy of the commercial document for its files and forward the GBL to the origin carrier who in turn will forward it to the destination line-haul carrier.
- The destination line-haul carrier will cross-reference and securely attach the original of the commercial document to the original GBL and bill for charges upon delivery of the shipment (see NOTE on pg. 68).

In either of the above instances, the signature of the initial carrier's agent will not be required on the GBL since it will appear on the commercial documents.

Lost Commercial Bill of Lading or Commercial Express Receipts

When the original commercial bill of lading or commercial express receipt has been lost or destroyed and therefore is not available to the billing carrier, the shipper or origin carrier having an authentic copy of the commercial document in his possession may have it converted to a GBL by the Government office that authorized the shipment. That office should:

- Reproduce two copies of the authentic copy of the commercial document; one for its records and one to be forwarded to the paying office.
- Prepare a GBL from the copy of the commercial document, cross-reference the two documents, and securely attach them to each other.
- Forward both documents to the origin carrier who will in turn forward them to the destination line-haul carrier for billing upon delivery of the shipment (see NOTE on page 68).
- Develop procedures to prevent duplicate GBL's being issued for the same shipment.

The paying office should establish controls to prevent duplicate payment.

If the original commercial document is recovered after conversion of an authentic copy of the commercial document to a GBL, the original commercial document should be forwarded to the paying office with an appropriate reference to the previous conversion. If settlement has already been completed, the recovered original commercial document shall be canceled; properly annotated with the disbursing office (D.O.) symbol number, the disbursing office voucher number (or the GSA certificate of settlement number), and payment date; and transmitted to General Services Administration (FWAAC), 18th and F Streets, NW., Washington, DC 20405.

NOTE: The original and all copies of the GBL set will be processed and distributed in the usual manner as prescribed in ch. 2 of this guide.

CHAPTER 9. CARRIER BILLING PROCEDURES AND INSTRUCTIONS FOR PREPARATION OF SF 1113

Carrier Billing Procedures

GSA has prescribed Public Voucher for Transportation Charges, SF 1113 (see fig. 5.), and Memorandum Copy, SF 1113-A for use by carriers in billing charges for freight, express, or passenger transportation furnished to the U.S. Government in accordance with official shipping requests. The SF 1113 and one SF 1113-A must be submitted to the billing office specified on the GBL. Carriers may purchase these forms from the Government Printing Office or print them commercially as provided in 41 CFR 101-41. 202-5(b).

> EXCEPTION: Small shipments moving on commercial forms and procedures under the limitations specified by GSA in 41 CFR 101-41.304-2 (shipments generally not exceeding $100.00 in transportation charges) will not be invoiced to the Government on SF 1113. These shipments will be billed to the Government using the carrier's normal commercial invoicing documents.

Carriers should include as many subvouchers (bills of lading) as possible, not to exceed 25, with each voucher, SF 1113, covering charges to be billed to the same office, except for shipments accorded transit privileges and household goods shipments (other than domestic crated household goods), which should be billed one per voucher. The serial number and amount of each bill of lading must be shown on the SF 1113 but not descriptive details of the services rendered.

The carrier shall complete the "PAYEE'S CERTIFICATE" section of the voucher. Carriers may use a machine-typed name of the carrier's certifying official, provided the machine-typed official's name is initialed by a duly authorized person; or carriers may use a facsimile signature of the carrier's certifying official, as authorized by that official. The carrier shall complete the tear-off portion of the SF 1113 and shall not substitute a memorandum copy (SF 1113-A) for the tear-off portion.

The carrier shall not be required to furnish more than one memorandum copy to the agency billed unless otherwise specifically authorized in advance by GSA.

GBL's and PPGBL's should not be listed on the same SF 1113.

Payment of transportation charges must be made in accordance with 41 CFR 101-41.310-4:

- To the last line-haul carrier or forwarder authorized to bill for charges in privity with the contract of carriage as evidenced by the covering GBL; or
- To a participating carrier or forwarder in privity with the contract of carriage as evidenced by the covering GBL when it is submitted with a waiver accomplished by the last line-haul carrier, including a forwarder, in favor of the billing carrier; or

- To an agent of the last line-haul or participating carrier or forwarder so long as the bill is submitted in the name of the principal; or

- To the last line-haul carrier or forwarder, or to a properly designated warehouse agent in the name of the line-haul carrier, for storage-in-transit and delivery-out charges on shipments of household goods or mobile homes stored in transit.

NOTE: Agencies submitting payment data on magnetic tape to a Department of the Treasury disbursing facility may arrange with that facility for the preparation of enclosures (TFS Form 3039, Notice to Check Recipient), bearing all information shown on the SF 1113 tear-off slips. TFS Form 3039 will then be sent to the carrier-payee with the payment checks instead of the SF 1113 tear-off slips.

PUBLIC VOUCHER
FOR TRANSPORTATION CHARGES

See FPMR (41 CFR) 101-41 for Instructions on Completing this Form.

VOUCHER OR SCHEDULE NO.

DEPARTMENT OR AGENCY, BUREAU OR SERVICE, AND LOCATION SHOWN ON SUBVOUCHERS

U.S.

PAID DATE

THE UNITED STATES, DR., TO: *(Payee's name and address)*

CARRIER'S BILL NUMBER

CARRIER'S SCAC NUMBER

SERVICES FURNISHED *(Check one)*

☐ FREIGHT ☐ PASSENGER

Do NOT bill GBL and GTR charges on the same form.

For payment of services rendered as evidenced by attached subvouchers.

ALPHA PREFIX AND SERIAL NO. OF SUBVOUCHER	AMOUNT
TOTAL CLAIMED ▶	

PAYEE'S CERTIFICATE

I certify that the account stated hereon, as evidenced by the attached subvouchers, is correct and just; that services have been rendered or tickets furnished as indicated; that payment has not been received; and that the charges are not in excess of those applicable thereto under (1) tariffs lawfully on file with any Federal or State transportation regulatory agency or (2) rates, fares and charges established pursuant to section 10721 of the Interstate Commerce Act, as amended, or other equivalent contract arrangement or exemption from regulation.

DATE _____

PAYEE* _____

PER _____ *(Signature)*

_____ *(Capacity)*

*When a voucher is signed in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which the person signs, must appear. For example: "A.B.C. Railway Co., per John Doe, Controller," or "Auditor," as the case may be.

DIFFERENCES	AMOUNT
AMOUNT VERIFIED—CORRECT FOR ▶	

VERIFIED BY *(Signature or Initials)* ▶

ACCOUNTING CLASSIFICATION

STANDARD FORM 1113 (REV. 11-86)
PRESCRIBED BY GSA, FPMR (41 CFR) 101-41
1113-110

The enclosed check settles voucher submitted for payment of the account described in the memorandum hereon. *(No acknowledgment of receipt of the check is necessary.)*

NAME: _____

ADDRESS: _____

MEMORANDUM

NOTE—If the payee named in the attached voucher will supply below such data as will identify the check drawn in payment thereof with the account in his office, this slip will be mailed with the check.

_____ *(Department, Bureau or Establishment)*

BILL NO.: _____

AMOUNT: $ _____

For sale by the Superintendent of Documents, U.S. Government Printing Office Washington, D.C. 20402

U.S. GPO: 1987—173-694

Figure 5. Standard Form 1113, Public Voucher for Transportation Charges

Preparation of the SF 1113

(a) Instructions to Carriers

DEPARTMENT OR AGENCY, BUREAU OR SERVICE, AND LOCATION SHOWN ON SUBVOUCHERS

U.S. TRANSPORTATION OPERATIONS
U.S. ARMY FINANCE AND ACCOUNTING CENTER
INDIANAPOLIS, INDIANA 46249-0611

Enter the complete name and address of the department or agency, bureau or service shown on the subvouchers (GBL's or PPGBL's). This information is shown in the "BILL CHARGES TO" block (Block 13. on the GBL and Block 21. on the PPGBL).

THE UNITED STATES, DR., TO: (Payee's name and address)

EAST WEST VAN LINES, INC.
P.O. BOX 2500
CHICAGO, IL 60348

Enter the complete name and address of the carrier or agent authorized in 41 CFR 101-41.310-4 to receive payment.

CARRIER'S BILL NUMBER

6743

The billing carrier should enter a number which will readily identify the transaction. This number is important in any subsequent correspondence regarding the billing.

CARRIER'S SCAC NUMBER
EEWW

Enter the carrier's SCAC identifier. If the code is omitted, the forms and all supporting papers shall be returned to the carrier unpaid with a request that the SCAC be added to the forms.

Carriers may request the assignment of a SCAC by writing to the National Motor Freight Traffic Association, Inc., 2200 Mill Rd., Alexandria, VA 22314.

SERVICES FURNISHED (Check one)

[X] FREIGHT [ ] PASSENGER

Indicate by checking in the appropriate block whether passenger or freight transportation service was provided. (GBL's, PPGBL's and GTR's must not be combined on the same SF 1113.)

Do NOT bill GBL and GTR charges on the same form.		
ALPHA PREFIX AND SERIAL NO. OF SUBVOUCHER	AMOUNT	
DP-340,192	$7,256	69
TOTAL CLAIMED ▶	$7,256	69

The complete serial number of the GBL or PPGBL including the alpha prefix should be shown in this block. Each household goods shipment (GBL or PPGBL) must be billed on a separate SF 1113. For GBL shipments other than household goods, carriers should include as many subvouchers (GBL's), covering charges to be billed to the same office, as can be listed in this block, not to exceed 25.

Only the bills of lading numbers should be shown. It is not necessary to include descriptive details of the services rendered.

For transit shipments, the word "TRANSIT" should be typed at the top of this block just below the heading "ALPHA PREFIX AND SERIAL NO. OF SUBVOUCHERS."

The amounts of individual bills of lading should be totaled. This is the total amount the carrier is billing the Government.

NOTE: GBL's, PPGBL's, and GTR's must not be billed on the same SF 1113.

For payment of services rendered
as evidenced by attached subvouchers.

PAYEE'S CERTIFICATE

I certify that the account stated hereon, as evidenced by the attached subvouchers, is correct and just; that services have been rendered or tickets furnished as indicated; that payment has not been received; and that the charges are not in excess of those applicable thereto under (1) tariffs lawfully on file with any Federal or State transportation regulatory agency or (2) rates, fares and charges established pursuant to section 10721 of the Interstate Commerce Act, as amended, or other equivalent contract arrangement or exemption from regulation.

DATE 3/21/89

PAYEE* EAST WEST VAN LINES, INC.

PER Sandra G. Johnson
SANDRA G. JOHNSON (Signature)

CLERK
(Capacity)

*When a voucher is signed in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which the person signs, must appear. For example: "A.B.C. Railway Co., per John Doe, Controller," or "Auditor," as the case may be.

Enter the date, complete name of the billing carrier, and the name of the carrier's agent responsible for billing the Government.

Carriers may use a machine-typed name of the carrier's certifying official, provided the machine-typed official's name is initialed by a duly authorized person; or carriers may use a facsimile signature of the carrier's certifying official, as authorized by that official.

The enclosed check settles voucher submitted for payment of the account described in the memorandum hereon. *(No acknowledgment of receipt of the check is necessary.)*

NAME: EAST WEST VAN LINES, INC.

ADDRESS: P.O. BOX 2500

CHICAGO, IL 60348

MEMORANDUM

NOTE—If the payee named in the attached voucher will supply below such data as will identify the check drawn in payment thereof with the account in his office, this slip will be mailed with the check.

U.S. ARMY
(Department, Bureau or Establishment)

BILL NO.: 6743

AMOUNT: $ 7,256.69

© U.S. GPO: 1987—173-094

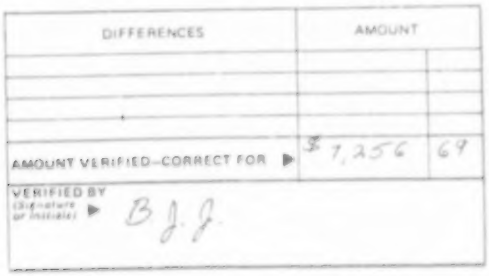
For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C. 20402

Enter the name and complete address of the carrier in the inset block. Beneath the section captioned, "MEMORANDUM," enter the Department or Agency or Service being billed for the services, the number from the "CARRIER'S BILL NUMBER" block above, and the total claimed.

(b) Instructions to Agencies

DOD finance offices should enter the disbursing office (D.O.) voucher no.. Civilian finance offices should enter the SF 1166-OCR Voucher and Schedule of Payments "T" number (schedule no.), or the D.O. voucher no., whichever is appropriate.

Enter the date the Government paid the carrier. It is essential that this block be completed because the paid date governs the liability of the Government.



Enter the net amount due the carrier, signed or initialed by the certifying official.

ACCOUNTING CLASSIFICATION

STANDARD FORM 1113 (REV. 11-86)
PRESCRIBED BY GSA, FPMR (41 CFR) 101-41
1113-110

Use of this block is optional. It may be used to enter the accounting classification fund cite(s) to which the transportation bill is chargeable.

Supplemental Billings

Supplemental billings should be invoiced on SF 1113, Public Voucher for Transportation Charges.

The supplemental bill (claim) shall bear the same number as appears in the "CARRIER'S BILL NUMBER" block of the original bill (SF 1113) but with an alphabetical suffix. An alphabetical sequence of suffixes shall be used for any additional supplemental bills. Each supplemental bill (claim) for freight transportation services shall be accompanied by a copy of the GBL ordering the service and a copy of the original voucher which was submitted by the line-haul carrier. Generally only one supplemental bill shall be presented for all supplemental charges relating to the items paid on the original bill.

Additional information may be required to explain the supplemental charges such as:

- The tariff or quotation authority for the charges.
- A statement of services ordered and furnished, signed by or for the person who ordered the accessorial services.
- A statement signed by the property owner or authorized agent, certifying receipt of the property at his residence and listing any loss or damage.

CHAPTER 10. PAYMENT AND SUBMISSION OF TRANSPORTATION BILLS FOR AUDIT

Payment of Transportation Bills

Transportation bills are subject to the provisions of the Prompt Payment Act (31 U.S.C. §3901-3906 (OMB Circular A-125, August 19, 1982)).

Agencies may request a delegation of authority to audit transportation bills prior to payment subject to procedures, conditions, and limitations prescribed by the General Services Administration (41 CFR 101-41.103). However, all agencies must perform an administrative examination of carriers' bills prior to payment to ensure that:

- The SCAC identifier is entered on each SF 1113 and SF 1113-A. If the code is omitted, the forms and all supporting papers shall be returned to the carrier unpaid with a request that the SCAC be added to the forms.
- The transportation services for which payment is claimed were duly authorized, that such services represent a legal obligation under the appropriation or fund involved, that the carrier's bill is complete and supported with required documentation, and that all extensions and computations of charges are correct.
- No duplicate payments are made. (Procedures and controls must be established to prevent duplicate payments, to recover any duplicate payments that may be made, and to perform an annual review of the effectiveness of those procedures.)
- The carrier is provided with notice of an apparent error, defect, or impropriety within 7 days of receipt of an invoice.

Submission of Paid Transportation Bills for Postpayment Audit

Agencies must forward their original paid transportation bills and all supporting documents to the General Services Administration's (GSA's) Office of Transportation Audits (OTA) each month for postpayment audit (41 CFR 101-41.807).

The following forms are used:

SF 1186 (Transmittal for Transportation Schedules and Related Basic Documents) (see fig. 6.)

SF 1166-OCR (Voucher and Schedule of Payments (Optical Character Recognition))

SF 1113 (Public Voucher for Transportation Charges)

SF 1103 (Government Bill of Lading)

SF 1105 (Government Freight Waybill)

SF 1203 (Government Bill of Lading--Privately Owned Personal Property)

Submissions should be made in the following manner:

- Assemble complete packages - Include SF 1186, SF 1166-OCR, SF1113's, and either SF 1103's, or SF 1203's. Attach freight bills with supporting documents to SF 1103's and SF 1203's. Ensure that original documents and not copies are submitted.

- Mail to GSA - Send assembled packages to:

  General Services Administration
  Office of Transportation Audits (FWAAC)
  Attn: Paid Vouchers Receiving Unit
  Room B-325, GS Building
  18th and F Streets, NW.
  Washington, DC 20405

- Submit paid bills at the end of each account month; avoid multiple account month submissions - Paid bills should be submitted to GSA at the end of each account month. If, due to an administrative oversight, this is not done, and it becomes necessary to submit multiple account months at the same time, a) the most recent account month should be forwarded in a separate package, b) all prior account months should be bundled by month, each with an accompanying SF 1186 and SF 1166-OCR, and should be forwarded in one package clearly marked as to its contents. Ensure that each SF 1113 contains the paid date and schedule number stated on the respective SF 1166-OCR.

- Identify delayed/withheld vouchers - Any transportation vouchers which have not been paid because they are doubtful claims must be identified on a separate SF 1186 and forwarded to OTA.

(NOTE: OTA issues computerized letters of receipt each month for paid transportation bill submissions which it receives.)

- Submit negative reports - If no SF 1113's are paid during the month, check the block in the lower left corner of the SF 1186 and submit it to OTA.

- Report new or discontinued certifying offices - When a new or existing station is authorized to prepare SF 1166-OCR's or when authorization has been discontinued at a station, notify the following office in writing:

  General Services Administration
  Office of Transportation Audits (FWAAC)
  Attn: Document Submission Control Clerk
  18th and F Streets, NW.
  Washington, DC 20405

TRANSMITTAL FOR TRANSPORTATION SCHEDULES AND RELATED BASIC DOCUMENTS

DATE

FROM (Name of Bureau or Office)

ADDRESS

DISBURSING OFFICE SYMBOL NUMBER

TO:

GENERAL SERVICES ADMINISTRATION (BWAA/C)
18TH AND F STREETS, NW
WASHINGTON, DC 20405

☐ TRANSMITTED HEREWITH ARE THE TRANSPORTATION ACCOUNTS FOR _____ (Month and year) INCLUDED IN THIS SHIPMENT ARE _____ (Number) PACKAGES CONTAINING _____ (Number) TRANSPORTATION VOUCHERS (SF 1113 AND RELATED SUPPORTING DOCUMENTS). THE BEGINNING AND ENDING SCHEDULE NUMBERS* ARE _____ AND _____. ANY BREAKS IN THE SERIAL SEQUENCE OF SCHEDULE NUMBERS* ARE LISTED AND EXPLAINED BELOW.

(Continue on plain white paper if necessary)

☐ NO PAYMENT FOR TRANSPORTATION SERVICES HAS BEEN MADE BY THE ABOVE-NAMED OFFICE FOR THE PERIOD _____ (Month and year)

SIGNATURE

TITLE

*Agencies not using voucher-schedule (SF 1166) procedures should show the beginning and ending disbursing office voucher numbers.

NSN 7540-00-682-6694
1186-106

STANDARD FORM 1186 (REV. 4-83)
Prescribed by GSA
FPMR 101-41.8

Figure 6. Standard Form 1186, Transmittal for Transportation Schedules and Related Basic Documents

Where to Get Help:

- Eastern and Midwestern States - Office of Transportation Audit's regional representative, New York, NY, FTS 264-0580 or (212) 264-0580,

- Southern States and Texas - Office of Transportation Audit's regional representative, Atlanta, GA, FTS 242-5121 or (404) 331-5121,

- Western States, Alaska, and Hawaii - Office of Transportation Audit's regional representative, Denver, CO, FTS 776-7440 or (303) 236-7440,

or telephone directly to Office of Transportation Audit's central office, Washington, DC at FTS 786-3016 or (202) 786-3016.

*U.S. Government Printing office: 1989-239-642/00471